TOWN OF WAYLAND

WARRANT

With Report of the Finance Committee

2002 ANNUAL TOWN MEETING

Thursday, April 25, 2002 7:45 P.M.
Wayland High School Field House

2002 SPECIAL TOWN MEETING

Monday, April 29, 2002 8:00 P.M.
Wayland High School Field House

ANNUAL TOWN ELECTION

Tuesday, April 23, 2002

Precincts 1 and 4	**Town Building Gymnasium**
Precincts 2 and 3	**Wayland Middle School Gymnasium**

VOTING HOURS: 7:00 A.M. to 8:00 P.M.

NOTICE

The Town of Wayland does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Wayland does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA).

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Wayland's designated ADA Compliance Coordinator.

Name:	Pamela Fearn
Title:	Personnel Director
Office Address:	41 Cochituate Road, Wayland MA 01778
Phone Number:	(508) 358-3623
Fax Number:	(508) 358-3627
TDD:	(508) 358-0194 or 911
Days/Hours Available:	Monday-Friday, 8:30 a.m. to 4:30 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of Wayland are invited to make their needs and preferences known to the ADA Compliance Coordinator. A minimum of fourteen days' notice is required.

This notice is available in large print and on audio tape from the ADA Compliance Coordinator.

TOWN OF WAYLAND
2002 ANNUAL AND SPECIAL TOWN MEETING WARRANTS
With Report of the Finance Committee

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ADJOURNED MEETINGS

It is anticipated that if adjourned meetings are necessary to complete action on these warrants, they will be held on the following dates, subject to Town Meeting approval:

April 29	- Monday
May 1	- Wednesday
May 2	- Thursday

and thereafter, as may be necessary, on Mondays, Wednesdays, and Thursdays as Town Meeting directs.

If you have any questions about the Articles, please attend **the Warrant Hearing on Tuesday, April 16, 2002, at 8:00 P.M.** at the Town Building. You may also call the Executive Secretary's office at (508) 358-3621 before Town Meeting.

NOTICE REGARDING MOTIONS

This warrant for Wayland Town Meeting is issued by the Board of Selectmen and is served upon all residents by mail and by posting at the Town Building, the Wayland Public Library, the Cochituate Fire Station or the Cochituate Post Office, and at Happy Hollow School. It contains the agenda of subjects to be acted upon, i.e., the articles.

By state law, no action at the town meeting is valid unless the subject matter is contained in the warrant. This requirement means only that the subjects to be acted upon must be sufficiently stated in the warrant to apprise voters of the nature of the matters with which the meeting is authorized to deal. It does not require that the warrant contain an accurate forecast of the precise action that the meeting will take upon those subjects. A valid motion at town meeting may differ from the underlying article, but it must be within the scope of that article.

If you are in doubt about the action town meeting might take under an article, you should plan to attend the town meeting.

NOTICES

The **Wastewater Management District Commission** will hold a hearing on April 29, 2002, at 7:00 p.m. at the Wayland High School Field House. The hearing is being held pursuant to the requirements of Chapter 461 of the Acts of 1996, Section 7(f). The hearing will present information relative to the capital budget and program. There will also be a meeting immediately afterward pursuant to the requirements of Section 7(a) of said Chapter 461. The second hearing will present information relative to fees, rates and charges.

TOWN MEETING PROCEDURES

Town Meeting functions best when all voters are familiar with its rules of procedure. A summary of those rules appears in the document, "The Moderator's Rules and Regulations Governing Wayland's Town Meetings" prepared by the Moderator and included as part of this warrant booklet (Appendix A).

QUANTUM OF VOTE

The quantum of vote is specified in the warrant for each article.

For those articles involving appropriations which are anticipated to be provided by taxation or from available funds or transferred funds previously appropriated for another purpose, a majority quantum of vote is indicated. For articles which are anticipated to be funded by borrowing, a two-thirds quantum of vote is indicated.

Certain articles request the action of Town Meeting under its general legislative powers (i.e., to hear and accept reports, to appoint a committee, to adopt a resolution or "sense of the meeting" vote, etc.), and in such cases no particular statute is referenced. Town Counsel has advised that, as a matter of common law precedent in Massachusetts, such matters are decided by a majority vote.

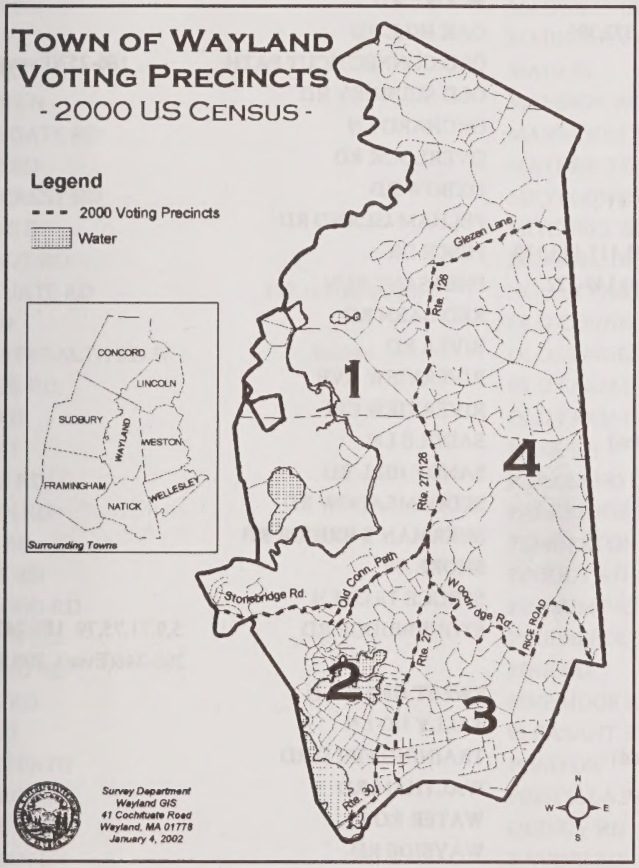
NO SMOKING NOTICE

Voters are reminded that there is no smoking permitted on school grounds.

LEGAL NOTICE

You are hereby notified that the precinct lines for the Town of Wayland have been realigned as a result of the 2000 Federal Census. The following is a map of the Town and a list of streets by precinct, including the polling location.

The Town of Wayland used the 2000 Federal Census data to redraw the precinct boundaries (local redistricting) for use in the 2002 elections. This was an activity conducted by the Town Clerk, the Town Surveyor, and the Office of the Secretary of the Commonwealth. The final map, with a legal description of each precinct as presented by the Town Clerk, was approved by the Board of Selectmen on April 23, 2001. A certified copy of that vote was then sent by the Town Clerk to the Local Election Districts Review Commission (LERDC). The LERDC is an independent Commission charged with the responsibilities of overseeing, supervising, and approving the divisions of cities and towns into precincts. The LEDRC consists of three members: the Attorney General, the Secretary of the Commonwealth, or their designees, and a third member appointed by the Governor. On June 26, 2001, the LEDRC approved the submission re-dividing the Town of Wayland into four precincts effective December 31, 2001.



PLEASE REFER TO THIS NOTICE TO LOCATE YOUR PRECINCT AND POLLING LOCATION FOR ELECTION DAY

If you have any questions, please call the Town Clerk's office.

PRECINCT ONE

STREET	NUMBER RANGE
ACORN LN	
ALPINE RD	
ANTHONY RD	(Even)
AUTUMN LN	
BOSTON POST RD WEST	274,310,372,395
BOW RD	
CAMERON RD	
CAMPBELL RD	
CATHERINE'S FARM RD	
CHARENA RD	
CLARENCE RD	
COCHITUATE RD	11-67(Odd),103,111,113,139
CONCORD RD	8-130(Even) 140-322
EAST RD	
ELLEN MARY LN	
ERWIN RD	
FOLSOMS POND RD	
GLEZEN LN	(Even)
GRAYBIRCH LN	
GREEN WAY	
GRISCOM RD	
GROVE ST	
HAMPSHIRE RD	
HAZELBROOK LN	
HEARD RD	
HEREFORD RD	
HICKORY HILL RD	
HIGHGATE RD	(Odd)
HOLIDAY RD	
JEFFREY RD	
KELLEY LN	
KELSEY RD	
LAUNCHER WAY	
LINCOLN RD	
LOBLOLLY LN	
LOBLOLLY LN	

STREET	NUMBER RANGE
MARSHALL TER	
MEADOWVIEW RD	
MICHAEL RD	
MOORE RD	
OAK HILL RD	
OLD CONNECTICUT PATH	186-252(Even)
OLD SUDBURY RD	
ORCHARD LN	
OVERLOOK RD	
OXBOW RD	
PELHAM ISLAND RD	
PESCE DR	
PHEASANT RUN	
RED BARN RD	
RIVER RD	
RIVERVIEW AVE	
RIVERVIEW CIR	
SADDLE LN	
SANDY HILL RD	
SEDGEMEADOW RD	
SHERMAN'S BRIDGE RD	
SHORE DR	
SPRUCE TREE LN	
STONEBRIDGE RD	5,9,71,75,79 189-243(Odd) 206-246(Even) 300,304,308
SWEET GRASS LN	
TALLY HO LN	
TRAINING FIELD RD	
WALTHAM RD	
WATER ROW	
WAYSIDE RD	
WEIR MEADOW PATH	
WILLIAMS RD	
YORK RD	

PRECINCT TWO

STREET	NUMBER RANGE
ADELAIDE AVE	
ALGONQUIN PATH	
AMEY RD	
ANTHONY RD	(Odd)
BAYFIELD RD	
BEECH RD	
BENT AVE	
BIRCH RD	
BOGREN LN	
CASTLE GATE RD	
CASTLE RD	
CEDAR CREST RD	
CHARLES ST	
CHESTNUT RD	
COCHITUATE RD	137,163-287(Odd)
COLE RD	
COMMONWEALTH RD W	86-110
COTTAGE RD	
CREST RD	
CROSS ST	
CURTISS RD	
DAVELIN RD	
DORAN RD	
DUDLEY RD	
EDGEWOOD RD	
EMERSON RD	
FAIRFIELD RD	
FULLER RD	
GAGE RD	
GARDEN PATH	
GENNARO CIR	
GEORGE ST	
GOODMAN LN	
GRACE RD	
GRIFFIN CIR	
HAMMOND RD	
HAPPY HOLLOW RD	
HAWTHORNE RD	

STREET	NUMBER RANGE
LAKE RD	
LAKE RD TER	
LAKESHORE DR	
LAKEVIEW RD	
LODGE RD	
MAGUIRE RD	
MAIDEN LN	
MAIN ST	160-298 (Even)
MANSION RD	
MASSASOIT PATH	
MATHEWS DR	
MAYFLOWER PATH	
MITCHELL ST	
MORRILL DR	
NOLAN FARM RD	
OLD CONNECTICUT PATH	191-269(Odd)
OLD CONNECTICUT PATH	274-476
OLD FARM CIR	
OLD FARM RD	
PARK LN	
PARKLAND DR	
PARKRIDGE RD	
PEMBERTON RD	(Even)
PEQUOT RD	
PILGRIM PATH	
PINE NEEDLE RD	
PINE RD	
PINERIDGE RD	
PLEASANT ST	
POND DR	
PRISCILLA PATH	
QUINCY RD	
RAVINE RD	
RICE SPRING LN	
RICHARD RD	
RIDGEFIELD RD	
ROLLING LN	
RUSSELL RD	

PRECINCT TWO - Continued

STREET	NUMBER RANGE
HEMLOCK RD	
HIGHGATE RD	(Even)
HOLBROOK RD	
INDIAN RD	
JUNIPER LN	
KING ST	
KNOLLWOOD LN	
SHAWMUT AVE EXT	
SIMPSON RD	
STONEBRIDGE RD	15-63
STONEBRIDGE RD	190,192,200
SUNSET RD	
SYCAMORE RD	
WALLACE RD	
WAMPUM PATH	
WEST PLAIN ST	
WOODLAND RD	

PRECINCT THREE

STREET	NUMBER RANGE
ALDEN RD	
AQUEDUCT RD	
BALD ROCK RD	
BARNEY HILL RD	
BRADFORD ST	
BREWSTER RD	
BROOK TRAIL RD	
BROOKS RD	
CABOT RD	
CARPENTER RD	
CARROLL CT	
CAULFIELD RD	
CENTER ST	
CLUBHOUSE LN	
COCHITUATE RD	208-280(Even)
COMMONWEALTH RD EAST	178-389
COMMONWEALTH RD WEST	117-136
CORMAN'S LN	
COUNTRY CORNERS RD	
CUTTING CROSS WAY	
DAMON ST	
DEAN RD	
DUNSTER AVE	
LANGDON RD	
LAWRENCE RD	
LEARY ST	
LINN LN	
LOKER ST	
LORING LN	
MAIN ST	72-106,111-285(Odd)
MAPLE ST	
MELVILLE PL	
OAK ST	
OLD TAVERN RD	
PECK AVE	
PEMBERTON RD	(Odd)
PICKWICK WAY	
POLLOCK RD	
RICE RD	24-83
SCHOOL ST	
SHAWMUT AVE	
SMOKEY HILL RD	
SNAKEBROOK RD	
SOUTH ST	
SPENCER CIR	
STANTON ST	

PRECINCT THREE Continued

STREET	NUMBER RANGE
EAST PLAIN ST	
EDEN RD	
FRENCH AVE	
GREGORY LN	
HARRISON ST	
HAVEN LN	
HEARTHSTONE CIR	
HIGH ROCK RD	
HILL ST	
HILLSIDE DR	
HOBBS RD	
JENNISON AVE	
JOYCE RD	
KEITH RD	
THOMPSON ST	
TIMBER LN	
TRUDEAU TER	
VALLEY VIEW RD	
WAYBRIDGE LN	
WAYLAND HILLS RD	
WHITE PINE KNOLL RD	
WILLARD ST	
WILLOW BROOK DR	
WILLOW LN	
WINTER ST	
WOODRIDGE RD	3-153 (Odd)

PRECINCT FOUR

STREET	NUMBER RANGE
ADAMS LN	
APACHE TRL	
APPLETREE LN	
ASTRA	
AUDUBON RD	
BARLEY LN	
BAYBERRY LN	
BENNETT RD	
BIGELOW RD	
BLACK OAK RD	
BLOSSOM LN	
BOSTON POST RD EAST	81-221
BRACKETT RD	
BRANDYWYNE	
BRIDLE PATH	
BUCKSKIN DR	
CARRIAGE HOUSE LN	
CART PATH	
CHRISTINA	
LAKESPUR	
LAUREL CREST LN	
LEE RD	
LINGLEY LN	
LONGFELLOW RD	
LUNDY LN	
MAGNOLIA DR	
MELLEN LN	
MELODY LN	
MILLBROOK RD	
MORSE RD	
NOB HILL RD	
OLD CONNECTICUT PATH	3-177
OLD WESTON RD	
PARMENTER RD	
PEARTREE LN	
PINEBROOK RD	
PLAIN RD	
PLAINVIEW RD	

PRECINCT FOUR Continued

STREET	NUMBER RANGE
CLAYPIT HILL RD	
COBBLESTONE CIR	
COCHITUATE RD	24-194(Even)
COLTSWAY	
CONCORD RD	11-131 (Odd)
COOLIDGE RD	
D'ANGELO RD	
DAHLIA DR	
DAIRY FARM LN	
DAYBREAK	
DECATUR LN	
DEER RUN	
DRAPER RD	
ESSEX	
FARMCREST LN	
FIDDLEHEAD LN	
FIELDS LN	
FOREST HILL RD	
FORTY ACRES DR	
FOX HOLLOW	
FOX MEADOW LN	
GAMMONS WAY	
GLEN OAK DR	
GLEN RD	
GLEZEN LN	15-241(Odd)
GLOVER RD	
HAYWARD RD	
HIGHFIELDS	
HIGHLAND CIR	
INDIAN DAWN	
JERICHO LN	
JOEL'S WAY	

STREET	NUMBER RANGE
POETS PATH	
RESERVOIR RD	
RICE RD	68,70,78 126-253
RICH VALLEY RD	
RIPLEY LN	
ROWAN FIELD RD	
SEARS RD	
SHAW DR	
SPRINGHILL RD	
SQUIRREL HILL RD	
STANDISH RD	
STEEPLETREE LN	
SYLVAN WAY	
THREE PONDS RD	
TRINITY PL	
TURKEY HILL RD	
WEBSTER LN	
WESTWAY RD	
WHEELOCK RD	
WHISPERING LN	
WHITE RD	
WILDFLOWER LN	
WILDWOOD RD	
WINDY HILL RD	
WINTHROP PL	
WINTHROP RD	
WINTHROP TER	
WISTERIA WAY	
WOODRIDGE RD	18-148 (Even)
YEAGER WAY	

REPORT OF THE FINANCE COMMITTEE

To the Residents of Wayland:

The Finance Committee members are pleased to present the Report of the Finance Committee. This report will describe the Finance Committee's role as defined in the Code of the Town of Wayland as well as our mission statement and financial strategy. Additionally, this report details the budget process, reviews expenses and revenues for the upcoming fiscal year 2003 (FY03) and presents a 5-year capital plan. The report concludes with a discussion of Wayland's demographic and financial trends and the resulting impact on future budgets.

THE COMMITTEE

The Wayland Finance Committee is comprised of seven residents who are appointed by the Board of Selectmen. The members' three year terms are staggered which has allowed for a mix of new and more experienced members. Meetings are normally convened on Monday evenings and prior notice is posted on the Town Building bulletin board. Our meetings are open to the public and include a public comment period. Residents wishing to offer public comment or to observe are welcome.

ROLE

The Code of the Town of Wayland charges the Finance Committee with two primary responsibilities. The Committee is required to prepare and present the Omnibus Budget (the Town's operating and capital budget), which appears as an article in the Annual Town Meeting Warrant. The Committee is also responsible for review and comment on articles submitted for inclusion in the Warrant.

MISSION STATEMENT

The mission of the Wayland Finance Committee is to define a financial strategy for the Town and to use this strategy as the basis for recommending to the Town a fiscally responsible operating and capital-spending plan. The Finance Committee seeks to balance the demand for services against the ability of residents with a broad range of financial situations to afford these services.

FINANCIAL STRATEGY

The Finance Committee's strategy is to recommend the following: 1) maintenance of high quality Town services supplied by an efficient workforce; 2) continued infrastructure investment via a capital spending plan; 3) preservation of Free Cash - our policy is to

maintain Free cash at a level that is sufficient to cover a worst case current year transfer and to balance the budget for at least one year following an unsuccessful budget override initiative; and 4) because Wayland faces a particularly difficult budget year in FY03, the Finance Committee decided that articles requiring appropriation would be approved only in those cases that i) merited consideration and ii) could not be deferred.

BUDGET PROCESS

Work on the proposed budget for FY03 began in early Fall of 2001. The Finance Committee met with departments, committees and commissions whose expenditures make up the bulk of Town expenses. These meetings are meant to inform the Finance Committee of specific personnel and monetary needs.

After reviewing various budget scenarios based on probable revenue and expense changes anticipated in the upcoming fiscal year, the Finance Committee issued budget guidelines for FY03 on October 22, 2001. A public hearing was held November 26, 2001, to discuss the budget guidelines and the revenue expectations for the next fiscal year. Department, committee and commission budgets were due on January 11, 2002. In January and early February of 2002, the Finance Committee met with each department to discuss specific budget requests.

In early February, a compilation of revenue and expense estimates for FY03 and FY04 and concern over possible state aid cuts led the Finance Committee to discuss and unanimously approve a motion to recommend a $1,300,000 Proposition 2 ½ override. We met with the Selectmen on February 11, 2002 to explain our override recommendation. A draft budget was presented at a hearing on February 25, 2002. Subsequently, the budget that appears in this warrant was approved unanimously. The warrant budget is predicated on successful ratification of the $1,300,000 override.

FY03 OMNIBUS BUDGET

The Omnibus Budget lists various Town operating expenses, unclassified expenditures such as employee health insurance, and debt and interest. The budget also includes requests for new capital items.

OPERATING EXPENSES

The FY03 Omnibus Budget article proposes operating expenses of $43,118,124. This represents an increase of $2,587,199. Table 1 details department increases.

Table 1
Department Operating Expenses

Description	Approved FY02	Proposed FY03	Difference	% Change
Debt & Int.	$ 4,048,669	$ 3,989,902	$ (58,767)	-1.5%
General Gov't	$ 2,113,312	$ 2,237,997	$ 124,685	5.9%
Health	$ 504,339	$ 535,166	$ 30,827	6.1%
Highway	$ 1,250,483	$ 1,140,032	$ (110,451)	-8.8%
Landfill	$ 410,568	$ 451,855	$ 41,287	10.1%
Library	$ 732,964	$ 801,787	$ 68,823	9.4%
Park & Rec.	$ 1,157,976	$ 1,350,101	$ 192,125	16.6%
Protection	$ 4,079,080	$ 4,374,457	$ 295,377	7.2%
Regional School	$ 91,779	$ 86,999	$ (4,780)	-5.2%
School	$ 22,845,840	$ 24,512,202	$ 1,666,362	7.3%
Unclassified	$ 3,163,000	$ 3,497,000	$ 334,000	10.6%
Veterans	$ 7,693	$ 7,693	$ -	0.0%
Youth Serv.	$ 125,222	$ 132,933	$ 7,711	6.2%
Total	$ 40,530,925	$ 43,118,124	$ 2,587,199	6.4%

(Note that a portion of Park and Recreation expense is offset by fee income.)

The top ten line item increases are shown in Table 2.

Table 2
Line Item Changes

Department	Description	Line Item	FY02 Appropriated	FY03 Requested	Variance	% Change
Town Counsel	Town Counsel	# 40	$ 95,000	$ 125,000	$ 30,000	31.6%
Police	Total Salaries	# 1	$ 1,504,548	$ 1,674,997	$ 170,449	11.3%
Fire	Total Salaries	# 21	$ 1,447,286	$ 1,549,401	$ 102,115	7.1%
Joint Comm.	Dispatch Salaries	# 47	$ 309,570	$ 331,874	$ 22,304	7.2%
Board of Health	Nursing Care	# 6	$ 217,180	$ 239,939	$ 22,759	10.5%
Highway	Total Salaries	# 1	$ 657,983	$ 697,532	$ 39,549	6.0%
Schools	Total Schools	# 1	$ 22,845,840	$ 24,512,202	$ 1,666,362	7.3%
Library	Total Salaries	# 1	$ 538,914	$ 596,937	$ 58,023	10.8%
Park & Rec	Fee Supprtd Prog	# 16	$ 390,000	$ 550,000	$ 160,000	41.0%
Unclassified	Insurance 32B	# 2	$ 2,206,000	$ 2,761,000	$ 555,000	25.2%
Total			$ 30,212,321	$ 33,038,882	$ 2,826,561	

(Note that Park and Recreation Fee Supported Program expense is offset by fee income)

Salary negotiations with the majority of Town unions have been completed. These settlements call for raises of 3 % in fiscal 2002, 3 % in fiscal 2003 and 4 % in fiscal 2004. Steps and lane changes are in addition to these percentage increases. It is important to note that in all budgets except the school budget, the 2002 and 2003 fiscal year wage increases (a total of 6 %) appear in the proposed FY03 budget. Since budget negotiations were incomplete when the 2001 Annual Town Meeting Warrant was printed (March of 2001), the FY02 department budgets do not reflect the salary increases that were subsequently agreed to between the Town and the unions. The FY02 estimated salary increase was included in the Unclassified budget category - Reserve for Salary Settlement line item. Salaries and related expenses, i.e., healthcare, Quinn bill, etc., constitute $2,113,128, or 82 %, of the increase in expenses.

Several items from the operating budget are worthy of note.

General Government: The Emergency Management line item (# 7) was increased by $10,000 partly to facilitate a mock disaster/emergency exercise. The Town Counsel budget (line item # 40) has been increased by $30,000 to better reflect actual expenses incurred over the last few years for basic legal services. The Town Counsel increase does not anticipate any extraordinary legal issues. A $5,756 increase in Elections (line # 47) reflects September, 2002 primary and November, 2002 general election not held last year. The Planning Board's $8,076 change in the Administrative Assistant's line item (# 49B) denotes a 6.5 hours a week increase by this employee.

Protection: The Police salary line item (# 1) includes $88,888 to cover the full educational stipend (so called Quinn Bill) that was approved at ATM in 2000. The state is supposed to reimburse Wayland one half of this expense.

Board of Health: Community nursing care (line item # 6) is increasing $22,759 based on a contract between Parmenter Health Care and the BOH. Parmenter provides nursing coverage at Wayland's schools and also provides general nursing services to the Town. This increase is primarily driven by the school nursing costs.

Board of Health Landfill: The salary line item (# 1) for the Landfill includes a new part-time clerical position. The need for this position was highlighted during a recent inspection by the Massachusetts Department of Environment (DEP). The annual cost associated with this job is $13,595. Additionally, a new DEP regulation that requires separate disposal of painted wood has driven up line item # 3 (Disposal of Wood) by $11,000.

School: The vast majority of the School budget increase is centered in three areas. Salary increases for current staff will cost $812,805. New teaching staff for the anticipated enrollment increase of 73 students will total $274,013. Special needs costs that are state-mandated are expected to increase by $295,405. A detailed breakdown of all school expenses is contained in the school budget that will be mailed to households in April. The School Committee will hold a budget hearing in April to answer any further questions raised by the Warrant budget or the School budget mailing.

Library: The Library Assistants salary line (part of line item # 1) now includes the Children's room part time cost listed in the FY02 budget. It also includes funds to cover overtime and break time costs agreed to in recent contractual negotiations. The Materials Purchase line item (# 5) increased by $10,000 reflecting a constant 16 % of total budget as mandated by the Massachusetts Board of Library Commissioners.

Park & Recreation: The Tree Trimming line item (# 12) was increased by $12,000 to allow for preventative roadside trimming that has been neglected over the past number of years. The Park and Recreation Commission persuasively argued that we are creating a safety and liability issue by not addressing this need. Park and Recreation Fee Supported Program expense increase of $160,000 is offset by estimated program income of the same amount.

Unclassified: Our health care group has estimated that employee health insurance costs (line # 2 "Insurance 32B") will rise 15 to 20 % for FY03. This increase is in line with health insurance inflation recently experienced in the private and public sectors. Secondly, a greater percentage of Town employees are taking advantage of this benefit. We have increased this line item by $555,000 to cover this anticipated cost. The Reserve for Salary Settlement line item (# 15) has decreased by $216,000 reflecting contract settlements with the various employee unions.

Debt and Interest: Debt and Interest will decrease by $58,766 because maturing debt exceeds new borrowings.

NONBUDGET EXPENSES

The Town is responsible for funding State and County assessments ($825,037), real estate abatements ($300,000) and Town employee retirement pensions ($1,200,000). The Finance Committee estimates that these non-budget charges will total $2,325,037. This represents a decrease of $14,000 from FY02.

The Omnibus Budget expenses plus the nonbudget expenses total $45,443,161.

CAPITAL REQUESTS

Capital requests for FY03 total $827,300. The list appears on the final page of the Omnibus Budget under the title "Capital Budget." The school department is requesting funds for technology, a replacement bus and various building repairs.

Other significant capital items include a replacement radio system for the Fire Department, Police car computers and technology equipment for Town departments

FY03 REVENUES

General Fund revenues are estimated to provide $42,333,977 in FY03. Table 3 depicts the sources of revenue.

Table 3
Revenue Sources

Description	Projected FY02	Projected FY03	Difference	% Change
State Revenues	$ 5,127,000	$ 5,070,855	$ (56,145)	-1.1%
Local Receipts	$ 3,623,000	$ 3,600,000	$ (23,000)	-0.6%
Tax Levy	$ 29,032,822	$ 30,496,975	$1,464,153	5.0%
Allowance for 2.5%	$ 725,795	$ 762,424	$ 36,629	5.0%
Debt Exclusion	$ 2,259,825	$ 2,003,723	$ (256,102)	-11.3%
New Tax Levy Growth	$ 500,000	$ 400,000	$ (100,000)	-20.0%
Unused Levy Capacity	$ (558,712)	$ -	$ 558,712	-100.0%
Total	$ 40,709,730	$ 42,333,977	$1,624,247	4.0%

As shown in Table 3, the vast majority of Town revenue is raised through property taxes (tax levy). Residential property taxes total 95 % of the tax levy. Commercial, industrial and personal property taxes represent the remaining 5 % of the tax levy. Additionally, State Aid to affluent towns such as Wayland is only a small percentage of monies collected by the Commonwealth from Wayland citizens and businesses. Without a significant change in state aid policy and/or new industrial/commercial development, Wayland's dependence upon residential property tax revenue is unlikely to change.

For the first time in many years the Finance Committee expects Local Receipts and New Tax Levy Growth to decline from the prior year actual receipts. In FY2001, the strong economy caused these two categories to exceed estimates by $1,992,625. We estimate Revenues in FY03 to be $1,150,000 lower than FY2001 final receipts. This downturn is caused by reduced new home and condominium construction and by a drop in interest earnings on Free Cash.

Adding to the revenue uncertainty is the possibility that the Commonwealth will try to close its budget gap by reducing state aid to cities and towns. The Omnibus budget assumptions allow for a state aid cut of up to $500,000. (10 % of current state aid)

Miscellaneous receipts, such as ambulance fees, will reduce the shortfall by $410,000. This leaves a shortfall between revenues and expenses of $2,699,183. A part of this shortfall will be closed by drawing on town surplus funds, also known as Free Cash.

FREE CASH

AS TABLE 4 DEPICTS, THE $1,400,000 OF FREE CASH ALLOCATED TO PARTIALLY CLOSE FY03'S BUDGET DEFICIT IS THE SECOND LARGEST AMOUNT USED IN RECENT YEARS.

Table 4
Free Cash Allocated to Annual Revenue

Fiscal Year	Free Cash
FY99	$ 614,973
FY00	$ 661,140
FY01	$1,263,513
FY02	$1,750,000
FY03 (est.)	$1,400,000

Wayland's year-end Free Cash balance declined by $400,000 in FY01. This reduction was primarily due to the extraordinary current year transfers that were voted at last April's Annual Town Meeting. It is expected that Free Cash will continue declining in FY02 ($4.3 million), FY03 ($3.6 million) and FY04 ($1.9 million). The economic recession, state financial difficulties and reduced local revenues (falling interest income and new tax levy growth) will also negatively impact Wayland's balance sheet.

Because of these changed revenue circumstances and the resulting Free Cash drop, there remains a shortfall between revenues and expenses of $1,299,183 even after the addition of $1,400,000 of Free Cash. To address the expected budget deficit, the Finance Committee unanimously recommended an override of $1,300,000. The Selectmen voted (by a vote of 4 to 1) to place the override proposal on April's ballot. A more detailed explanation for this recommendation appears later in this report in the section titled "Conclusions." *This will be the first Omnibus Budget override in five years.*

5-YEAR CAPITAL PLAN

Capital spending is part of the overall financial plan for the Town of Wayland that the Finance Committee prepares each year as specified by the Code of the Town of Wayland. Capital needs fall into four categories: equipment, buildings, land and roads. The accompanying five year capital plan in this warrant is the starting point for capital expenditures to be considered in future years. Requests are summarized by Department, Board or Commission. Capital items for FY04 and later years have not been formally presented by departments nor approved by the Finance Committee.

Two large capital outlays in future years include possible Library and High School additions, renovations or new construction. Monies to conduct feasibility studies for these projects appear as articles in this year's Warrant. If these potential projects proceed past the feasibility phase, debt exemption overrides will be necessary.

DEMOGRAPHIC TRENDS

School enrollment growth and an increasing elderly population headline Wayland's changing demographics. As table 5 displays, school enrollment growth slowed somewhat in FY02 but is expected to reaccelerate in FY03. Enrollment growth is the prime component of School Department budget growth. Since the School Department's budget constitutes 58% of the Omnibus Budget, its impact on Town expenses is significant.

Table 5
School Enrollment Growth

Year	New Students	Total Enrollment	% Change
FY98	99	2,679	3.84%
FY99	44	2,723	1.62%
FY00	72	2,795	2.58%
FY01	92	2,887	3.19%
FY02	35	2,922	1.20%
FY03 est	73	2,995	2.44%

The graying of Wayland's population is shown in the comparison of U.S. census statistics for 1990 and 2000. (Table 6) The 75 to 84 age group grew at a rate of 76.6 %, well in excess of any other age group. As expected, the school age population also increased substantially over the ten-year period. The 5 to 20 age group showed an increase of 576 residents, the largest of any age category. Increasing school budgets, the elderly tax work off program, matching circuit breaker payments ($750 from State and $750 abatement from Wayland to qualifying seniors in FY04) as well as Community Preservation Act exemptions will help these two significant age groupings. Finally, it is interesting to note that the population is shrinking in the childbearing 20 to 44 year old age group.

Table 6
Population Change
1990 to 2000

Age	1990	2000	% change
Under 5	807	937	16.1%
5 to 20	2,439	3,015	23.6%
20 to 24	455	246	-54.0%
25 to 44	3,547	3,234	-8.8%
45 to 54	1,815	2,322	27.9%
55 to 59	699	861	23.2%
60 to 64	721	617	-14.4%
65 to 74	897	1,037	15.6%
75 to 84	350	618	76.6%
85 +	144	213	47.9%
total	11,874	13,100	10.3%
Median age	39.4	41.4	

Source: U.S. Census Bureau

FINANCIAL TRENDS

As reported in last year's Finance Committee report, the Free Cash balance that has been built up during the period of strong economic growth is being used prudently to soften the revenue shortfall in FY02, FY03 and FY04. We expect that Free Cash will continue to decline in FY03 and FY04.

The tax rate has risen 1%, 0%, 4% and 4.3% in the last four years. Of this 4.3%, the Community Preservation Act (CPA) represented 1 %. Not including the CPA, the tax rate has increased a modest 2.1 % on average over the last four years. The recession, and its impact on local and state aid have resulted in reduced revenue expectations and uncertainty. These factors have led the Finance Committee to recommend a Proposition 2 ½ override vote to the Selectmen.

On a more positive note, Wayland's property values continue to increase significantly. According to the Warren Group (Banker & Tradesman), Wayland's median value for a single family home increased from $395,500 in 2000 to $458,000 in 2001. A strong school system, semi-rural character and the proximity to Boston and the beltways are all given as factors that make Wayland highly desirable.

Once again, Wayland is one of the few (11) towns in the Commonwealth of Massachusetts that earned an Aaa bond rating in 2001 from Moody's Investors Service. This rating, Moody's highest, reflects the Town's strong financial operating results, management, policies and underlying demographic and economic factors. This rating allows the Town to sell bonds with lower interest rates, thereby reducing interest expense.

Finally, in recognition of the tax burden on our elderly population, Wayland has supported a number of initiatives that reduce this financial strain for those on fixed income. This year, the senior tax work off program funding is being increased to accommodate growing elderly interest. Wayland is currently the only town or city in the Commonwealth that is matching the state credit for qualifying seniors. For example, a Wayland senior who receives $385 from the state because of the so-called Circuit Breaker legislation will also receive a $385 abatement on their real estate taxes. Next year, the amounts increase to $750 from the state and $750 from the Town, a total tax benefit of $1500. Seniors that qualify are also exempt from the CPA levy.

CONCLUSIONS

The Finance Committee voted 7-0 to recommend an override for FY03. The amount of the suggested override is $1,300,000. This amount will allow us to respond to state aid uncertainties, revenue shortfalls, contractual salary obligations and health insurance increases as well as essential article and current year transfers. The override will allow Wayland to maintain quality services and schools but does not allow for any new initiatives. It avoids an "all or nothing, back up against the wall" override that peer towns are facing. The override also allows time for the economy, new tax growth and interest rates to rebound. And finally, it acknowledges that by most statistical measures, our town and school departments are more frugal than those of our suburban neighbors.

The Finance Committee extends thanks and appreciation to the Town's employees, municipal department heads and the School Superintendent for their contributions to the financial health of Wayland.

Thanks are also extended to the Town's Financial Director for his expert guidance.

Wayland faces a challenging financial period in FY03 and FY04, but we are optimistic that we will be able to balance the demand for services against the ability of residents with a broad range of financial situations to afford these services.

G. Christopher Riley, Chair

Robert L. Lentz, Vice Chair	Karl A. Geiger
Peter V. Hahn	Lisa C. Schimmel
John J. Shaw	Jane Sanford Stabile

TOWN OF WAYLAND CAPITAL PLANNING REPORT

Capital by Department	2003	2004	2005	2006	2007	5 year Total
SELECTMEN						
HVAC Town Building	$42,500					$42,500
Repairs Fire Station	$10,000					$10,000
Selectman Subtotal	$52,500	$0	$0			$52,500
DATA PROCESSING						
Technology upgrades	$40,000					$40,000
Technology upgrades		$120,000				$120,000
Technology upgrades			$30,000			$30,000
Data Processing Subtotal	$40,000	$120,000	$30,000	$0	$0	$190,000
INSPECTION DEPARTMENT						
Vehicle			$30,000			$30,000
Inspection Subtotal	$0	$0	$0	$0	$0	$30,000
CONSERVATION COMMISSION *						
Replace pickup truck		$32,000				$32,000
Equipment-mower			$10,000			$10,000
Carriage shed repairs				$20,000		$20,000
Conservation Subtotal	$0	$32,000	$10,000	$20,000		$62,000
POLICE DEPARTMENT						
Police car computers	$79,000					$79,000
Computer software	$27,000					$27,000
Police Subtotal	$106,000	$0	$0	$0	$0	$106,000
FIRE DEPARTMENT						
Car 2 remount	$40,000					$40,000
Radio System	$75,000					$75,000
Fire alarm truck remount		$55,000				$55,000
Engine 2 replacement		$345,000				$345,000
Car 1 replacement		$26,000				$26,000
Ambulance replacement			$150,000			$150,000
Engine 4 replacement				$350,000		$350,000
Fire Subtotal	$115,000	$426,000	$150,000	$350,000	$0	$1,041,000
HIGHWAY DEPARTMENT						
Repair snow removal trucks	$36,000					$36,000
Steer loader w/attatchments	$35,000					$35,000
Catch basin and manhole Vac trailer		$56,000				$56,000
Street Sweeper		$160,000				$160,000
5 yrd 15kgvw Dump Truck			$57,000			$57,000
Sidewalk machine with attatchments			$87,000			$87,000
3 cu yd front end loader				$165,000		$165,000
5 yrd 15kgvw Dump Truck				$57,000		$57,000
Sidewalk machine with attatchments					$88,000	$88,000
Highway Subtotal	$71,000	$216,000	$144,000	$222,000	$88,000	$741,000
BOARD OF HEALTH: LANDFILL						
Replace old containers	$12,000	$12,000	$12,000	$12,000	$12,000	$60,000
Waste ban containers	$12,900					$12,900
Landfill Subtotal	$24,900	$12,000	$12,000	$12,000	$62,000	$72,900
LIBRARY						
Computer equipment	$9,400	$7,500	$7,500	$7,500	$7,500	$39,400
Microfilm Reader	$8,500					$8,500
Interior painting			$30,000			$30,000
Roof repair		$5,000				$5,000
Carpeting				$35,000		$35,000
Parking lot resurfacing					$25,000	$25,000
Library subtotal	$17,900	$12,500	$37,500	$42,500	$32,500	$142,900

TOWN OF WAYLAND CAPITAL PLANNING REPORT

Capital by Department	2003	2004	2005	2006	2007	5 year Total
PARK & RECREATION						
Half ton dump truck		$26,000				$26,000
Five ton dump truck/plow		$77,000				$77,000
A-100 one ton dump/plow				$18,000		$18,000
B90 52" tri wheel riding mower			$18,000			$18,000
Road to Fields at Greenways		$250,000				$250,000
52" mower			$4,500			$4,500
Develop Fields			$15,000			$15,000
						$0
Park & Rec. Subtotal	$0	$353,000	$37,500	$18,000	$0	$408,500
SCHOOL DEPARTMENT						
Building repairs	$117,000	$484,500	$170,000	$50,000	$10,000	$831,500
Technology	$200,000	$300,000	$300,000	$300,000	$300,000	$1,400,000
Vehicles	$40,000	$30,000	$30,000	$30,000		$130,000
Copier	$20,000	$30,000	$45,000	$35,000	$30,000	$160,000
Containers	$23,000					$23,000
Furniture		$25,000	$15,000	$10,000		$50,000
Equipment		$43,500		$10,000		$53,500
School Subtotal	$400,000	$913,000	$560,000	$435,000	$340,000	$2,648,000
Department Totals	$827,300	$2,084,500	$981,000	$1,099,500	$522,500	$5,494,800

(1) Conservation Master Plan identifies numerous parcels of land that are candidates for acquisition when they become available. It is uncertain when that will be but when and if they do, money is needed for the acquisition.

Separate Funds

WATER DEPARTMENT						
Vehicles		$40,000		$45,000		$85,000
Boston Post Road		$350,000				$350,000
New Source Development		$80,000	$200,000	$200,000		$480,000
East Plain				$325,000		$325,000
Loker Street					$95,000	$95,000
Old Conn Path					$950,000	$950,000
Concord Rd		$225,000				$225,000
Pinebrook			$225,000			$225,000
Water Subtotal	$0	$695,000	$425,000	$570,000	$1,045,000	$2,735,000
TOTAL APPROVED CAPITAL BUDGET	$827,300					
SEPTAGE TREATMENT						
Capital Replacement	$60,000	$80,000	$75,000	$75,000	$80,000	$370,000
Septage Subtotal	$60,000	$90,000	$75,000	$125,000	$0	$370,000

Summary of Departments	2003	2004	2005	2006	2007	5 yr total
Selectmen	$52,500	$0	$0	$0	$0	$52,500
Data Processing	$40,000	$120,000	$30,000	$0	$0	$190,000
Inspection Department	$0	$0	$30,000	$0	$0	$30,000
Conservation Commission	$0	$32,000	$10,000	$20,000	$0	$62,000
Police Department	$106,000	$0	$0	$0	$0	$106,000
Fire Department	$115,000	$426,000	$150,000	$350,000	$0	$1,041,000
Highway Department	$71,000	$216,000	$144,000	$222,000	$88,000	$741,000
Landfill	$24,900	$12,000	$12,000	$12,000	$12,000	$72,900
Library	$17,900	$12,500	$37,500	$42,500	$32,500	$142,900
Park & Recreation	$0	$353,000	$37,500	$18,000	$0	$408,500

TOWN OF WAYLAND CAPITAL PLANNING REPORT

Capital by Department	2003	2004	2005	2006	2007	5 year Total
School Department	$400,000	$913,000	$560,000	$435,000	$340,000	$2,648,000
Total of Departments	$827,300	$2,084,500	$1,011,000	$1,099,500	$472,500	$5,494,800
Effect of Dept Cap. on Tax Rate*	$0.41	$1.03	$0.50	$0.55	$0.23	$2.72

Assumes borrowing for major items

Non-Departmental						
Water Department	$0	$695,000	$425,000	$570,000	$1,045,000	$2,735,000
Septage Treatment	$60,000	$80,000	$75,000	$75,000	$80,000	$370,000
	$60,000	$775,000	$500,000	$625,000	$1,125,000	$3,105,000

TABLE NO.1

WAYLAND INCOME AND EXPENSE STATEMENT	FISCAL 1998	FISCAL 1999	FISCAL 2000	FISCAL 2001	FISCAL 2002	FISCAL 2003
BUDGET	$31,223,190	$32,606,158	$34,200,692	$37,589,288	$40,530,924	$43,118,124
ARTICLES AND WATER BUDGET	$3,524,976	$3,864,885	$17,175,471	$6,889,422	$5,495,797	$2,910,990
TOTAL TOWN EXPENSE	$34,748,166	$36,471,043	$51,376,163	$44,478,710	$46,026,721	$46,029,114
NET CHERRY SHEET	($1,656,171)	($1,801,116)	($2,282,092)	($2,829,994)	($3,116,800)	($3,070,818)
OVERLAY EXPENSE	$200,000	$200,000	$306,210	$200,000	$300,000	$300,000
LOCAL RECEIPTS	($2,450,000)	($2,568,557)	($2,830,500)	($3,235,441)	($3,572,147)	($3,600,000)
SUMMER SALARY ADJUSTMENT						
OTHER SOURCES: FREE CASH, BORROWINGS, ETC.	($4,130,976)	($4,452,909)	($17,875,871)	($8,166,351)	($7,431,219)	($4,695,174)
TO BE RAISED BY TAXATION	$26,714,095	$27,848,461	$28,693,910	$30,446,924	$32,206,555	$34,963,122
ASSESSED VALUATION	$1,488,250,430	$1,529,295,000	$1,910,380,200	$1,949,226,960	$1,990,529,980	$2,015,251,850
TAX RATE	$17.95	$18.21	$15.02	$15.62	$16.18	$17.35

AVERAGE TAX BILL WILL INCREASE BY 7.2% IN FY2003, ASSUMING PASSSAGE OF THE BUDGET OVERRIDE.

TABLE NO.2

HISTORICAL BUDGET SUMMARY

FISCAL YEAR	SCHOOL	TOWN	TOTAL	INCREASE	%	FIXED COSTS*	OPERATING BUDGET
FY 2003	$24,599,201	$18,518,923	$43,118,124	$2,737,200	6.8%	1.2%	5.6%
FY 2002	$22,937,619	$17,443,305	$40,380,924	$2,791,636	7.4%	1.5%	5.9%
FY 2001	$20,898,995	$16,690,293	$37,589,288	$3,408,838	10.0%	3.1%	6.5%
FY 2000	$19,131,126	$15,049,324	$34,180,450	$1,574,292	4.8%	-0.1%	4.9%
FY 1999	$18,437,289	$14,168,869	$32,606,158	$1,382,968	4.7%	-0.9%	5.6%
FY 1998	$17,390,014	$13,833,176	$31,223,190	$2,402,789	8.3%	1.1%	7.2%
FY 1997	$15,691,033	$13,129,368	$28,820,401	$1,530,250	5.6%	1.2%	4.4%
FY 1996	$14,712,621	$12,577,530	$27,290,151	$828,366	3.1%	-0.5%	3.6%
FY 1995	$14,263,883	$12,224,902	$26,461,785	$1,744,499	7.1%	1.4%	5.7%
FY 1994	$12,796,933	$11,577,853	$24,374,786	$761,148	3.2%	0.1%	3.1%

*INCLUDES:FUNDED DEBT, INTEREST, HEALTH INS., BUILDING INS. (PROP/LIAB)

TABLE NO. 3

TOWN REVENUES	FY 1998	FY1999	FY 2000	FY 2001	FY 2002	FY 2003
AUTO EXCISE	$1,222,000	$1,200,000	$1,300,000	$1,400,000	$1,700,000	$1,700,000
FEES, FINES, INTEREST	$1,350,000	$1,350,000	$1,700,000	$1,700,000	$1,850,000	$1,850,000
NET REC FROM STATE	$2,613,703	$2,885,244	$3,162,592	$3,575,000	$4,272,000	$4,272,000
TOTAL	$5,185,703	$5,435,244	$6,162,592	$6,675,000	$7,822,000	$7,822,000
RAISED FROM TAXES	$26,714,095	$27,848,496	$28,693,891	$30,446,925	$32,206,555	$34,963,122

TABLE NO. 4

PERCENT OF BUDGET BY DEPARTMENT

DEPARTMENT	% 1998	%1999	%2000	%2001	%2002	%2003
GENERAL GOVERNMENT	5.4%	5.3%	5.4%	5.5%	5.2%	5.2%
PROTECTION	10.7%	10.8%	11.0%	10.7%	10.1%	10.1%
HEALTH	1.3%	1.3%	1.3%	1.3%	1.2%	1.2%
HIGHWAY	3.1%	3.0%	3.0%	2.9%	2.7%	2.6%
LANDFILL	1.1%	1.1%	1.3%	1.0%	1.0%	1.0%
VETERANS' BENEFITS	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%
SCHOOLS	55.4%	55.8%	55.7%	55.5%	56.7%	56.8%
REG VOC SCHOOL	0.3%	0.6%	0.2%	0.5%	0.2%	0.2%
DIRECTOR YOUTH SERVICES	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%
LIBRARIES	1.7%	1.7%	1.8%	1.8%	1.8%	1.9%
PARK AND RECREATION	1.2%	1.3%	2.2%	2.0%	1.9%	1.9%
FEE SUPPORTED PROGRAMS	1.1%	1.1%	1.0%	1.0%	1.0%	1.3%
UNCLASSIFIED	7.0%	7.7%	7.2%	6.3%	7.8%	8.1%
DEBT AND INTEREST	11.5%	10.1%	9.5%	11.1%	10.0%	9.3%

TABLE NO. 5

DEPARTMENTAL INCREASES	BUDGET FY 2002	BUDGET FY 2003	BUDGET INCREASE	% INCREASE
GENERAL GOVERNMENT	$2,113,312	$2,237,997	$124,685	5.9%
PROTECTION	$4,079,080	$4,374,457	$295,377	7.2%
			$0	
HEALTH	$504,339	$535,166	$30,827	6.1%
			$0	
HIGHWAY	$1,250,483	$1,140,032	($110,451)	-8.8%
			$0	
LANDFILL	$410,568	$451,855	$41,287	10.1%
			$0	
VETERAN'S BENEFITS	$7,693	$7,693	$0	0.0%
			$0	
SCHOOLS	$22,845,840	$24,512,202	$1,666,362	7.3%
			$0	
REGIONAL VOCATIONAL SCHOO	$91,779	$86,999	($4,780)	-5.2%
			$0	
YOUTH SERVICES	$125,222	$132,933	$7,711	6.2%
			$0	
LIBRARIES	$732,964	$801,787	$68,823	9.4%
			$0	
PARK AND RECREATION	$767,976	$800,101	$32,125	4.2%
			$0	
FEE SUPPORTED PROGRAMS	$390,000	$550,000	$160,000	41.0%
			$0	
UNCLASSIFIED	$3,163,000	$3,497,000	$334,000	10.6%
			$0	
DEBT AND INTEREST	$4,048,668	$3,989,902	($58,766)	-1.5%
			$0	
TOTAL	$40,530,924	$43,118,124	$2,587,200	6.0%

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. *Town of Wayland*

★★★ WARRANT ★★★

To any of the Constables of the Town of Wayland, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland who shall be qualified to vote in accordance with the provisions of Massachusetts General Laws, Chapter 51, Section 1, to come to their respective polling places (Precincts 1 and 4 in the Gymnasium of the Town Building and Precincts 2 and 3 in the Gymnasium of the Middle School) on:

TUESDAY, APRIL 23, 2002, BETWEEN 7:00 A.M. and 8:00 P.M.

to choose the following Town officers by ballot for the following terms of office:

One Planning Board member and one Housing Authority member for five years;

Two Selectmen, two School Committee members, one Assessor, one Road Commissioner, one Water Commissioner, two Board of Health members, one Trust Fund Commissioner, two Library Trustees, one Moderator, and one Park and Recreation Commissioner for three years;

One Board of Health member for one year;

One Planning Board Associate Member for two years;

As well as such other Town Officers as may be necessary.

And to vote "Yes" or "No" upon the following question:

QUESTION NO. 1: "Shall the Town of Wayland be allowed to assess an additional $1.3 million dollars in real estate and personal property taxes for the purposes of the general operating expenses of the town for the fiscal year beginning July first, two thousand and two?"

You are also required to notify all such residents of Wayland to meet in the High School Field House on

THURSDAY, APRIL 25, 2002, AT 7:45 P.M.

to act on the following Articles:

ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR EXTENSIVE SERVICE TO THE TOWN

Proposed by: Board of Selectmen

To determine whether the Town will vote to recognize certain citizens and employees for their extensive service to the Town of Wayland.

FINANCE COMMITTEE COMMENTS: This is a standard article that allows recognition and commendation of certain citizens and employees.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority

ARTICLE 2: HEAR REPORTS

Proposed by: Board of Selectmen

To determine whether the Town will vote to receive and act upon reports of Town officers, agents, trustees, commissioners, boards and committees.

FINANCE COMMITTEE COMMENTS: This is a standard article that allows reports commissioned by the Town to be heard.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority

ARTICLE 3: CHOOSE TOWN OFFICERS

Proposed by: Board of Selectmen

To determine whether the Town will vote to choose Town officers, agents, trustees, councils, commissioners, boards, and committees not elected by official ballot.

FINANCE COMMITTEE COMMENTS: This is a standard article that permits the Town to fill various positions.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, section 1.

ARTICLE 4: CURRENT YEAR TRANSFERS

Proposed by: Finance Committee *Estimated Cost: $244,000*

To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various town departments for the current fiscal year; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, by borrowing, or otherwise; and to determine which town officer, board, or committee of combination of them, shall be authorized to expend the money or monies appropriated therefor.

	CURRENT YEAR TRANSFERS FY 2002	
1	TOWN COUNSEL	$20,000
2	RESERVE FUND	$85,000
3	SCHOOL DEPARTMENT	$99,000
4	FIRE DEPARTMENT OVERTIME	$40,000
	TOTAL CURRENT YEAR TRANSFERS	$244,000
	FUNDING SOURCE:	
	UNRESERVED FUND BALANCE	$244,000
	TOTAL SOURCE	$244,000

FINANCE COMMITTEE RESERVE FUND TRANSFERS
THROUGH 3/18/2002

TOWN COUNSEL	$134,443
PARK AND RECREATION: TREE TRIMMING	$10,000
COUNCIL ON AGING: EXPENSE ACCOUNT	$2,500
HIGHWAY: WASTEWATER DISPOSAL	$11,380
TOTAL TRANSFERRED AS OF 3/18/2002	$158,323
BALANCE RESERVE FUND:	$42,677

FINANCE COMMITTEE COMMENTS:

TOWN COUNSEL AND RESERVE FUND The first two items deal with the issue of Town Counsel expenditures. The Finance Committee has funded some $134,000 in unforeseen costs associated with two employee issues that occurred over the past two fiscal years. Only $42,000 remains in the reserve fund and $85,000 of the $134,000 is being restored to the reserve fund to provide funds for the needs of other departments that may occur before the end of the fiscal year. Any unused amounts in this fund are returned to free

cash at year-end. $20,000 is also being requested to provide for legal expenses between Town Meeting and the end of the fiscal year in the Town Counsel line item.

SCHOOL DEPARTMENT This request will cover an anticipated $99,000 shortfall in the School Department for FY 2002. This shortfall is primarily due to unforeseen Special Education outlays of some $86,000. In addition, staff changes and other items net out to the additional $13,000.

FIRE DEPARTMENT OVERTIME Illnesses and disabilities have required additional overtime expenses in this line item. Two officers on illness leave and two firemen at the training academy for part of the year had created this shortfall.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

ARTICLE 5: FY2003 OMNIBUS BUDGET

Proposed by: Finance Committee

To determine what sum of money the Town will appropriate for the operation and expenses of the Town, including capital expenditures for equipment, improvements, or other purposes, and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: See Finance Committee Report beginning on page 9 of this Warrant. This budget is predicated on passage of a $1,300,000 Proposition 2 ½ override vote prior to Town meeting.

ARGUMENTS IN FAVOR: This budget reflects the cost of operating the Town in an efficient manner in order to deliver requested services to the residents of Wayland.

ARGUMENTS OPPOSED: Some residents might consider the budget excessive. Alternatively, the funds provided might be considered by others insufficient to perform all necessary and desired services.

RECOMMENDATION: Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

MOTION UNDER ARTICLE 5:

For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 5 at the Annual Town Meeting, as follows:

"That the Executive Secretary be charged with responsibility for (1) the operation, maintenance, and administration of the Wayland Town Building, the Public Safety Building, and the Cochituate Town Building, their equipment, and their grounds, as well as (2) the supervision, except for matters relating to policy, of all employees in those buildings, other than elected officials, non-salaried appointed officials, and employees of the School Department;

"That the appropriation under Conservation Commission for 'Conservation Fund' be maintained as a fund against future purchases and not be expended without future vote of the Finance Committee and Board of Selectmen;

"That the appropriation for 'Hydrant Rental' of $18,000 for the Water Department granted in the budget be transferred to 'Water Available Surplus';

"That the Office of the Town Clerk be continued on a salary basis and that all fees from whatever source derived be turned over to the Town as Town income;

"That property tax abatements granted to eligible senior citizens under Sections 80 and 81 of Chapter 127 of the Acts of 1999 be funded by transfer from the overlay account;

"That all fees, wages, or payments made to the Tree Warden, from whatever source, be turned over to the Town as Town income;

"That the Director of Youth and Adolescent Services and Staff be under the jurisdiction of the Youth Advisory Committee which shall report to the Town on the activities of the Director of Youth and Adolescent Services and Staff at the Annual Town Meeting. The Director of Youth and Adolescent Services and Staff will receive administrative support from the School Department."

"That the Town be allowed to enter into a contract with Verizon for telephone service under the Commonwealth of Massachusetts Blanket Contract with Verizon reducing the monthly cost for each telephone line used by the Town of Wayland from $20.56 to $12.73 for seven years."

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
	SELECTMEN			
1	SALARIES	$500	$500	$500
2	EXPENSE	$19,957	$26,957	$26,957
3	MISCELLANEOUS	$0	$0	$0
4	BEAUTIFICATION PROP	$4,879	$8,500	$8,500
5	CABLE TV STUDY	$7,105	$5,000	$3,000
	TOTAL SELECTMEN	$32,441	$40,957	$38,957
	EMERGENCY MANAGEMENT			
5b	OPERATIONS	$5,745	$5,000	$5,000
6	TRAINING	$0	$2,000	$2,000
7	EMERGENCY MANAGEMENT	$5,000	$6,000	$16,000
	TOTAL EMERGEN MNGMNT	$10,745	$13,000	$23,000
	TOWN OFFICE			
	SALARIES:			
	EXECUTIVE SECRETARY	$85,204	$81,000	$85,773
	PERSONNEL DIRECTOR	$59,180	$62,024	$67,078
	FIN. DIR./TOWN ACCT.	$88,675	$88,675	$94,075
	OFFICE ADMIN	$36,719	$37,475	$40,746
	S. SCHEDULE	$36,984	$36,984	$39,235
	CLERICAL	$98,996	$93,336	$105,024
	OVERTIME/LONGEVITY/SICK LEAVE	$17,948	$3,500	$3,500
8	TOTAL SALARIES	$423,706	$402,994	$435,431
9	EXPENSE	$49,515	$52,000	$52,000
10	EQUIPMENT	$3,600	$4,432	$4,432
11	TELEPHONES	$45,684	$50,000	$50,000
12	CONTRACT SERVICES	$12,600	$14,000	$15,500
13	PERSONNEL BD EXPENSE	$9,413	$10,000	$10,000
14	PERSONNEL BD ADJ FUND	$2,231	$6,750	$6,750
	TOTAL TOWN OFFICE	$546,749	$540,176	$574,113
	WAYLAND TOWN BUILDING			
15	SALARIES	$88,138	$76,202	$80,327
16	BUILDING UTILITIES	$161,670	$96,300	$101,115
17	EXPENSE	$28,350	$26,810	$27,500
17b	WWM USER CHARGES	$0	$9,320	$9,786
	TOTAL TOWN BUILDING	$278,158	$208,632	$218,728
	OTHER TOWN BUILDG-COCHIT			
18	EXPENSES	$17,771	$15,000	$17,000
	DATA PROCESSING			
	MANAGER	$79,155	$60,521	$64,207
	COMPUTER OUTREACH TECHN	$0	$29,698	$31,511
19	TOTAL SALARIES	$79,155	$90,219	$95,718
	EXPENSES			
20	FORMS, SUPPLIES	$23,000	$18,500	$19,000
21	EDUCATION/TRAVEL	$1,807	$2,000	$2,000
	EQUIPMENT			
22	RENTAL AND REPAIRS	$18,256	$6,500	$5,000
23	NEW APPLICATIONS/EQ.	$9,806	$10,500	$11,000
24	COMPUTER EQ./UPDATE	$17,646	$11,500	$0
24b	INFORMATION TECHN CONSULT	$0	$30,000	$0
25	PROFESSIONAL SERVICES	$35,637	$24,700	$34,700

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
	TOTAL DATA PROCESSING	$185,307	$193,919	$167,418
	TREASURER/COLLECTOR			
	TREASURER/COL. SALARY	$62,029	$63,620	$67,358
	CLERICAL SALARY	$92,545	$92,545	$98,180
26	TOTAL SALARIES	$154,574	$156,165	$165,538
	EXPENSES:			
27	OPERATING EXPENSE	$5,234	$5,780	$6,060
28	TAX TITLE EXPENSE	$417	$1,680	$1,976
29	EXCISE TAX PROGRAM	$1,775	$0	$0
30	BANKING SERVICES	$19,347	$19,000	$19,000
31	LOCK BOX SEVICES	$11,221	$11,040	$12,600
32	MAILING SERVICE	$0	$1,775	$1,775
	TOTAL TREAS/COLLECTOR	$192,568	$195,440	$206,949
	ASSESSORS			
33	SALARIES	$4,570	$4,600	$4,600
34	PROF/CLERICAL	$123,068	$131,127	$135,258
35	EXPENSE	$6,220	$6,350	$7,000
36	PROF SERVICES	$3,775	$25,000	$25,000
37	OTHER EXPENSE	$300	$0	$1,000
38	EQUIPMENT,MAINT,SOFTWARE	$8,085	$5,950	$6,000
39	SPEC BDGT ITEM-PROP. REASSMNT	$4,950	$37,000	$40,000
	TOTAL ASSESSORS	$150,968	$210,027	$218,858
	FINANCE COMMITTEE	$0	$160	$160
	TOWN COUNSEL			
	PROFESSIONAL SERVICES			
	SPECIAL COUNSEL	$15,717	$42,000	$53,000
	PROFESSIONAL SERVICES	$3,658	$0	$0
	TOWN COUNSEL	$40,916	$50,000	$65,000
	ASSOC. TOWN COUNSEL	$197,627	$0	$0
	TOTAL PROFESSIONAL SERVICES	$257,918	$92,000	$118,000
	LEGAL EXPENSES	$7,760	$3,000	$7,000
40	TOTAL TOWN COUNSEL	$265,678	$95,000	$125,000
	REGISTRARS			
	SALARY	$675	$675	$675
	LISTING	$3,141	$3,350	$3,650
41	TOTAL REGISTRARS	$3,816	$4,025	$4,325
	TOWN CLERK			
42	TOWN CLERK SALARY	$52,291	$54,383	$57,645
43	TOWN CLERK ADDED COMP	$400	$400	$400
44	CLERICAL	$35,440	$34,950	$37,047
45	CODIFICATION BY LAWS	$4,411	$5,000	$5,000
46	EXPENSE	$4,019	$4,769	$4,744
46b	FEDERAL CENSUS 2000	$1,000	$1,000	$0
46c	TOWN CLERK CERTIFICATION	$0	$0	$1,000
	TOTAL TOWN CLERK	$97,561	$100,502	$105,836
	ELECTIONS			
	OFFICERS SALARIES	$7,285	$7,380	$11,436
	EXPENSE	$5,970	$5,875	$7,575
47	TOTAL ELECTIONS	$13,255	$13,255	$19,011

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
	PLANNING BOARD			
48	EXPENSE	$5,468	$6,000	$6,000
49	PLANNING ADMINISTRATOR SAL	$47,516	$48,836	$56,458
49B	PLANNING ADMINISTRATIVE ASST.	$11,951	$15,500	$23,576
50	EQUIPMENT MAINTENANCE	$0	$250	$250
51	SPECIAL ITEMS	$0	$12,200	$0
	TOTAL PLANNING BOARD	$64,935	$82,786	$86,284
	TOWN SURVEYOR			
	TOWN SURVEYOR SAL	$59,558	$60,521	$64,206
	SURVEY/COMP SPEC SAL	$45,956	$47,828	$52,188
52	TOTAL SALARIES	$105,514	$108,349	$116,394
53	EXPENSE	$12,412	$4,000	$4,500
54	VEHICLE EXPENSE	$511	$400	$400
55	COMPUTER/COPIER MAINT.	$0	$5,000	$5,500
57	IMPLEMNT. ASST.	$0	$0	$0
58	GPS SYSTEM	$2,836	$0	$0
59	GIS SYSTEM UPDATE	$3,990	$4,500	$4,500
59b	FEDERAL CENSUS 2000	$1,000	$500	$0
	TOTAL TOWN SURVEYOR	$126,263	$122,749	$131,294
	CONSERVATION			
60	EXPENSE	$9,865	$9,893	$9,893
61	PROF SERVICES/MISC	$6,280	$7,000	$6,100
62	SALARIES	$76,459	$98,720	$106,441
63	CONSERVATION FUND	$2,500	$0	$0
	TOTAL CONSERVATION	$95,104	$115,613	$122,434
	HISTORICAL COMMISSION			
64	EXPENSE	$729	$1,114	$1,114
	TOTAL HISTORICAL COMMISSION	$729	$1,114	$1,114
	SURFACE WATER QUALITY COM			
65	MILFOIL TREATMENT	$896	$0	$0
66	SURFACE WATER QUALITY	$3,495	$4,900	$4,900
	TOTAL SURFACE WATER QUALITY	$4,391	$4,900	$4,900
67	**HISTORIC DISTRICT COMM**	$0	$275	$275
	COUNCIL ON AGING			
68	SALARIES	$98,180	$99,338	$108,111
69	OPERATING EXPENSE	$5,000	$5,500	$5,500
70	TAX WORK-OFF PROGRAM	$15,015	$15,000	$17,500
71	EQUIPMENT	$0	$400	$400
71b	NEWSLETTER	$4,500	$4,785	$4,950
72	TRANSPORTATION	$29,250	$30,759	$35,880
	TOTAL COUNCIL ON AGING	$151,945	$155,782	$172,341
	TOTAL GENERAL GOVERNMENT	$2,258,884	$2,100,312	
	POLICE			
	SALARIES			
	POLICE CHIEF SALARY	$89,470	$85,226	$85,920
	LIEUTENANT SALARY	$74,874	$62,260	$66,051
	YOUTH OFFICER SAL	$57,776	$0	$0

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
	SERGEANTS SALARY	$310,841	$249,233	$321,624
	DETECTIVES SAL	$149,186	$0	$0
	SPECIALISTS	$0	$177,716	$134,175
	PATROLMEN SAL	$511,446	$494,227	$513,827
	INTERNS SAL	$696	$7,242	$7,459
	OVERTIME SAL	$163,337	$111,482	$130,097
	HOLIDAY SAL	$55,838	$69,728	$73,907
	SCHOOL TRAFFIC SUPR	$29,473	$29,718	$31,200
	COURT TIME	$11,208	$12,000	$12,000
	CLERK	$37,234	$36,983	$38,674
	TUITION REIMB	$800	$4,500	$3,100
	NIGHT DIFFERENTIAL	$0	$30,169	$30,085
	LONGEVITY	$0	$2,600	$2,000
	PRISONER WATCH	$0	$19,841	$13,027
	PROFESSIONAL STIPEND	$0	$18,248	$20,437
	ED. INCENTIVE	$0	$93,375	$191,414
1	TOTAL SALARIES	$1,492,179	$1,504,548	$1,674,997
	EXPENSE:			
2	OPERATING EXPENSE	$14,784	$15,150	$16,000
3	UNIFORM EXPENSE	$18,395	$18,840	$26,040
4	TRAINING EXPENSE	$59,734	$62,505	$66,311
6	SPECIAL SERVICES	$5,087	$5,100	$5,100
7	ANNUAL PHYSICALS	$3,878	$4,000	$4,000
8	OUT-OF-STATE TRAVEL	$1,500	$1,500	$1,500
9	PUBLIC SAFETY COMPUTER	$4,562	$0	$0
10	TRAFFIC CONTROL EXPENSE	$11,788	$34,000	$25,000
	EQUIPMENT			
12	POLICE CARS PURCHASE	$100,314	$100,012	$105,326
13	VEHICLE OPERATION EXPENSE	$14,597	$20,000	$21,100
14	NEW EQUIPMENT,MISC,OFFICE	$8,000	$8,000	$6,500
16	EQUIPMENT MAINT & REPAIR	$3,643	$3,400	$3,400
17	VEHICLE GASOLINE	$29,619	$27,000	$29,700
18	COMPUTER MAINTENANCE	$0	$5,000	$5,000
19	EQUIPMENT RENTAL	$0	$400	$400
20	RETIREMENT EXPENSE	$7,000	$35,350	$5,000
	TOTAL POLICE DEPT.	$1,775,080	$1,844,805	$1,995,374
	FIRE			
	SALARIES			
	CHIEF SALARY	$89,727	$85,860	$90,458
	DEPUTY CHIEF SAL	$55,945	$55,945	$59,352
	CAPTAINS SAL	$151,325	$151,685	$168,779
	LIEUTENANTS SAL	$187,022	$188,044	$194,766
	FIREFIGHTERS SAL	$680,578	$691,102	$733,190
	INCENTIVE & EMT	$21,250	$22,750	$22,750
	OVERTIME	$152,825	$101,000	$107,151
	TRAINING OVERTIME	$0	$8,000	$10,000
	CALLBACK PAY	$48,970	$20,000	$22,000
	HOLIDAY PAY	$56,685	$54,622	$57,948
	CALLMEN HOURLY	$5,138	$6,000	$10,000
	CALLMEN ANNUALLY	$700	$4,400	$4,400
	CLERICAL PART TIME	$18,715	$0	$0
	FIRE PREVENTION-PART TIME	($4,374)	$5,000	$6,000
	CALLBACK PAY: AMBULANCE	$30,947	$32,000	$34,000
	CLERICAL	$0	$20,878	$28,607
21	TOTAL SALARIES	$1,495,453	$1,447,286	$1,549,401
22	OPERATING EXPENSE	$9,400	$10,000	$10,000
23	AMBULANCE EXPENSE	$7,965	$8,000	$11,000
24	FIRE ALARM SYSTEM EXPENSE	$3,358	$4,000	$6,000
25	TRAINING AND EDUCATION	$6,992	$8,000	$10,000
26	UNIFORM EXPENSE	$15,713	$16,000	$17,000

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
27	PHYSICAL EXAMS	$4,011	$5,000	$5,000
	EQUIPMENT			
28	MISC. EQUIPMENT & HOSE	$12,995	$13,000	$13,000
29	EQUIPMENT MAINTENANCE	$12,954	$13,000	$15,000
30	EQUIPMENT RENTAL	$520	$700	$700
31	VEHICLE GASOLINE	$10,000	$10,000	$10,000
32	COMPUTER MAINTENANCE	$4,990	$5,000	$5,000
	TOTAL FIRE DEPT.	$1,584,351	$1,539,986	$1,652,101
	INSPECTION/BUILDING			
	SALARIES			
	BLDG.& ZONING INSP. SAL	$59,018	$60,521	$64,208
	LOCAL INSPECTOR	$43,539	$43,544	$46,197
	SUB INSPECTOR SAL	$1,550	$0	$0
	WIRING INSPECTOR	$20,706	$20,706	$21,968
	OVERTIME	$0	$4,000	$4,000
	PLUMBING/GAS INSPECTOR	$18,350	$19,324	$21,603
	CLERICAL	$62,156	$70,100	$74,408
	DEPUTY PLUMBING/GAS	$0	$775	$800
	DEPUTY WIRING	$0	$775	$800
	SEALER OF WEIGHTS,MEAS	$610	$775	$800
33	TOTAL SALARIES	$205,929	$220,520	$234,784
	EXPENSE:			
34	BUILDING & ZONING EXPENSE	$6,990	$7,000	$7,000
35	INSPECTORS EXPENSE	$3,600	$3,600	$3,600
36	ZONING BOARD EXPENSE	$2,737	$2,750	$2,750
37	COMPUTER UPDATE	$0	$0	$0
38	SPECIAL BUDGET ITEMS	$0	$4,000	$0
	EQUIPMENT			
39	VEHICLE EXPENSE	$1,246	$1,250	$1,250
40	VEHICLE GASOLINE	$640	$800	$800
41	COPIER	$498	$500	$500
42	CAR REPLACEMENT	$1,500	$0	$0
	TOTAL INSPECTION	$223,140	$240,420	$250,684
	DOG OFFICER:			
43	DOG OFFICER SALARY	$37,631	$37,331	$38,750
44	DOG OFFICER EXPENSE	$1,899	$2,920	$2,920
45	BOARD & VET FEES	$1,978	$4,270	$4,270
46	VEHICLE GASOLINE	$700	$700	$700
	TOTAL DOG OFFICER	$42,208	$45,221	$46,640
	JOINT COMMUNICATIONS			
47	DISPATCHERS SAL	$321,596	$309,570	$331,874
48	OPERATING EXPENSE	$17,546	$17,428	$18,184
49	BLDG. EXPENSE,MAINT,REPAIR	$25,040	$12,600	$12,600
50	BLDG. EXP UTILITIES	$47,399	$47,400	$47,400
51	COMPUTER LICENSE	$2,840	$5,000	$5,000
52	UNIFORM ALLOWANCE	$1,718	$1,600	$1,600
53	BUILDING REPAIRS	$286	$13,000	$13,000
53b	WWM USER FEES	$0	$2,050	$0
	SPECIAL ITEMS			
54	DIGITIZER/COPIER	$0	$0	$0
55	FIRE HELMET RADIOS	$6,000	$0	$0
	TOTAL JOINT COMM	$422,425	$408,648	$429,658
	TOTAL PROTECTION	$4,047,204	$4,079,080	$4,374,457

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
	BOARD OF HEALTH			
	SALARIES:			
	BOARD MEMBERS	$250	$250	$250
	ADMINISTRATIVE ASSISTANT	$34,950	$34,950	$37,047
	ADMINISTRATIVE ASSISTANT OT	$2,200	$2,200	$2,332
	ANIMAL INSPECTOR	$450	$450	$450
	HEALTH DIRECTOR	$64,058	$64,390	$69,925
	ANIMAL CONTROL OFFICER	$8,255	$8,500	$8,755
	HEALTH AGENT/ SANITARIAN	$22,885	$40,285	$43,719
	PART-TIME CLERICAL	$15,443	$15,826	$16,790
1	TOTAL SALARIES	$148,491	$166,851	$179,268
	EXPENSES:			
2	OFFICE EXPENSE	$7,882	$7,500	$7,500
3	IN STATE TRAVEL EXPENSE	$776	$1,000	$1,000
4	FRINGE BENEFITS	$967	$1,980	$1,980
	CONTRACT/PROF SERVICES:			
5	MENTAL HEALTH CLINICS	$47,400	$47,400	$47,400
6	COMMUNITY NURSING CARE	$211,000	$217,180	$239,939
7	MOSQUITO CONTROL	$20,136	$21,204	$19,355
8	PROFESSIONAL SERVICES/MOSQ	$9,801	$10,524	$10,524
9	VEHICLE OPERATION/MAINT	$1,017	$1,200	$1,200
	VEHICLE PURCHASE AND REHAB		$2,500	$0
	SPECIAL BUDGET ITEMS:			
10	WATER QUALITY TESTING	$2,260	$3,000	$3,000
11	HAZARDOUS WASTE MGT	$12,000	$15,000	$15,000
12	CONSULTING ENGINEER	$1,788	$2,500	$2,500
13	FOOD INSPECTOR	$7,318	$6,500	$6,500
	TOTAL BOARD OF HEALTH	$470,836	$504,339	$535,166
	HIGHWAY			
	SALARIES:			
	DIRECTOR OF HIGHWAY	$5,097	$71,905	$71,905
	CLERKS' SALARIES	$62,726	$63,643	$69,261
	HIGHWAY LABOR SALARY	$493,359	$482,435	$516,366
	OVERTIME,LABOR	$116,363	$40,000	$40,000
1	TOTAL SALARIES	$677,545	$657,983	$697,532
	MAINTENANCE:			
2	MAINTENANCE OF ROADS	$24,497	$25,000	$40,000
3	MAINTENANCE OF EQUIPMENT	$64,637	$65,000	$65,000
4	SNOW REMOVAL	$201,400	$51,000	$51,000
5	SNOW REMOVAL/PRIVATE WAYS	$7,000	$7,000	$7,000
6	UNIFORMS/OTHER FRINGE	$10,929	$15,000	$15,000
	CONTRACT/PROFESSIONAL SRVCS			
7	CONTRACT BASIN CLEANING	$19,987	$20,000	$22,000
8	ROAD RESURFACING	$86,068	$300,000	$150,000
9	CRACK SEALING	$13,627	$15,000	$0
	EQUIPMENT			
10	EQUIPMENT MISC.	$20,933	$11,000	$11,000
11	HIGHWAY FUEL	$23,333	$27,000	$25,000
	BUILDING MAINTENANCE:			
12	HIGHWAY GARAGE REPAIR	$9,500	$12,000	$12,000
12b	WASTEWATER DISPOSAL	$8,012	$10,000	$10,000
13	HIGHWAY GARAGE UTILITIES	$29,701	$27,500	$27,500
14	OFFICE EXPENSE	$6,904	$7,000	$7,000
	TOTAL HIGHWAY	$1,204,073	$1,250,483	$1,140,032

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
	HEALTH-LANDFILL			
1	SALARIES:	$171,249	$181,018	$203,429
	EXPENSE:			
2	LEACHATE COLLECTION	$45,000	$45,000	$50,000
3	DISPOSAL OF WOOD	$19,008	$19,000	$30,000
4	FUEL	$13,600	$15,000	$15,000
	PROFESSIONAL SERVICES			
5	MISC. ENGINEERING	$25,291	$35,000	$35,000
	BUILDING:			
6	REPAIRS	$8,163	$9,500	$9,500
7	UTILITIES	$12,000	$13,000	$15,000
8	OTHER EXPENSE	$18,500	$13,500	$13,500
9	MAINT REPAIRS	$30,000	$29,600	$29,600
10	LEASE EQUIPMENT	$6,900	$6,900	$7,776
11	OTHER EXPENSE: COVER	$12,619	$14,650	$14,650
12	MISC. EQUIPMENT	$7,970	$8,400	$8,400
13	BANNED WASTE DISPOSAL	$0	$20,000	$20,000
	TOTAL LANDFILL	$370,300	$410,568	$451,855
	VETERANS BENEFITS			
	VET BENEFIT APPROP	$10,258	$3,836	$3,645
	MISCELLANEOUS	$260	$215	$215
	SALARIES	$2,993	$3,642	$3,833
1	TOTAL VETERANS BENEFITS	$13,511	$7,693	$7,693
	SCHOOLS			
	REGULAR INSTRUCTION 1	$10,746,374	$12,320,875	$13,067,057
	SPECIAL INSTRUCTION 2	$3,627,542	$4,156,500	$4,646,174
	INSTRUCTIONAL SERVICES 3	$3,284,881	$3,545,810	$3,790,618
	OPERATIONS SERVICES 4	$2,123,313	$2,081,263	$2,218,820
	POLICY ADMIN. SERV. 5	$677,885	$739,066	$779,983
	OUT OF STATE TRAVEL 6	$2,785	$2,326	$9,550
1	TOTAL SCHOOLS	$20,462,780	$22,845,840	$24,512,202
2	REGIONAL VOCATIONAL SCHOOL	$104,694	$91,779	$86,999
	YOUTH SERVICES			
	DIRECTOR YOUTH SERVICES	$60,521	$60,521	$64,152
	ASSOC DIRECTOR YOUTH SER	$51,981	$60,171	$64,051
	PARENT EDUCATION PROGRAM	$0	$0	$0
1	TOTAL YOUTH SERV SAL	$112,502	$120,692	$128,203
2	EXPENSE	$3,728	$3,720	$3,920
3	AUTOMOBILE EXPENSE	$587	$360	$360
3b	VEHICLE PURCHASE	$1,500	$0	$0
4	AUTOMOBILE REPAIR	$0	$450	$450
	TOTAL DIR YOUTH SERVICES	$118,317	$125,222	$132,933
	LIBRARY			
	SALARIES			
	LIBRARY DIRECTOR	$70,840	$70,840	$75,133
	ADM ASSISTANT	$39,612	$40,637	$44,278
	CHILDREN'S LIBRARIAN	$38,210	$38,749	$39,080
	ASST. CHILDREN'S LIBRARIAN	$28,338	$36,352	$40,051
	LIBRARY ASSISTANTS	$90,290	$90,916	$146,306
	PAGES SALARY	$9,435	$12,000	$12,540
	CLERKS SALARY	$45,325	$26,400	$27,698
	CUSTODIAN SALARY	$28,776	$29,735	$32,524
	REF LIBRARIAN	$45,244	$49,735	$54,340
	ASSISTANT DIRECTOR	$43,215	$43,163	$49,255
	HEAD OF CIRCULATION	$41,477	$43,250	$46,535
	SATURDAY DIFFERENTIAL	$0	$1,300	$1,600
	EVEN DIFFERENTIAL	$0	$1,400	$2,000

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
	CHILDREN'S RM PART TIME	$20,847	$29,537	$0
	COMPUTER SPEC. /PT		$24,900	$25,597
1	TOTAL SALARIES	$501,609	$538,914	$596,937
2	OPERATING EXPENSE	$43,499	$43,500	$43,500
3	OUT OF STATE TRAVEL	$226	$550	$550
4	TUITION REIMBURSEMENT	$1,979	$2,000	$2,500
5	MATERIALS PURCHASE	$109,007	$118,000	$128,300
6	LIBRARY AUTOMATION	$35,000	$30,000	$30,000
	TOTAL LIBRARY	$691,320	$732,964	$801,787
	PARK & RECREATION			
	SALARIES:			
	SUPERINTENDENT	$70,740	$70,690	$75,033
	LABOR	$296,333	$280,269	$285,679
	CLERICAL REGULAR	$36,461	$34,950	$37,247
1	TOTAL SALARIES	$403,534	$385,909	$397,959
	EXPENSE:			
2	REPAIRS & MISC.	$44,910	$45,335	$45,335
3	LANDSCAPE, MATERIAL & SUP	$34,859	$31,527	$31,527
4	UNIFORM EXPENSE	$4,025	$4,280	$4,280
5	TREE PLANTING	$1,450	$1,500	$1,500
6	PLAYGROUND SUPPLY	$0	$500	$500
7	TRAVEL & DUES IN STATE	$500	$500	$500
8	TRAVEL OUT OF STATE	$1,038	$1,050	$1,050
	EQUIPMENT			
9	MISC SMALL EQUIPMENT	$524	$1,000	$1,000
10	REPAIR SUPPLY & EQUIP	$4,113	$4,500	$4,500
	BUILDING REPAIRS			
11	LIGHTING, ETC.	$3,634	$3,650	$3,650
	CONTRACT/PROF SERVICES			
12	TREE TRIMMING	$38,122	$18,800	$30,800
13	PUBLIC WORKS EXPENSE	$1,708	$2,000	$2,000
14	DUTCH ELM DISEASE EXP	$0	$0	$0
15	DEV. CEMETERY LAND	$0	$0	$0
	TOTAL PARK & RECREATION	$538,417	$500,551	$524,601
16	FEE SUPPORTED PROGRAMS	$274,423	$390,000	$550,000
	PARK/RECREATION: POOL OPERATION			
	SALARIES	$187,095	$121,775	$130,000
	UTILITIES	$0	$38,000	$40,000
	ADMIN MATERIALS, SUPPLIES	$0	$15,500	$15,500
	MAINTENANCE MATERIALS, SUPPLY	$129,870	$32,150	$35,000
	PROGRAMS	$0	$60,000	$55,000
17	TOTAL POOL OPERATION	$316,965	$267,425	$275,500
	UNCLASSIFIED			
1	INSURANCE GENERAL	$223,746	$230,000	$225,000
2	INSURANCE 32B	$1,908,580	$2,206,000	$2,761,000
3	UNEMPLOYMENT COMPENSATION	$18,047	$10,000	$10,000
4	STREET LIGHTING	$144,140	$100,000	$100,000
5	HYDRANT RENTAL	$18,000	$18,000	$18,000
6	TOWN MEETING WARRANT	$19,490	$16,000	$16,000
7	RESERVE FUND	$0	$201,000	$201,000
8	PUBLIC CEREMONIES	$2,501	$2,500	$2,500
9	SURETY BONDS	$0	$800	$800

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
10	TOWN CLOCKS	$0	$200	$200
11	NON CONTRIBUTORY PENSION	$10,957	$12,000	$12,000
12	PENSION DISABILITY ACCT	$10,000	$10,000	$10,000
13	OCCUPATIONAL HEALTH NURSE	$5,910	$6,000	$6,000
14	MEDICAL CONTRIBUTION	$80,000	$80,000	$80,000
15	RESERVE FOR SAL SETTLEMENT	$51,880	$266,000	$50,000
16	EMPLOYEE ASSISTANCE PROG.	$3,200	$4,500	$4,500
	TOTAL UNCLASSIFIED	$2,496,451	$3,163,000	$3,497,000
	DEBT AND INTEREST			
	INTEREST			
1	BOND ANTICIPATION NOTES	$42,821	$70,000	$80,000
2	BOND ANTICIPATION NOTES EX	$43,059	$80,000	$109,500
3	ANTICIPATION REVENUE	$0	$0	$0
4	BOND ISSUE 1989	$0	$0	$0
5	BOND ISSUE EXEMPT 1989	$2,550	$0	$0
6	MULTI PURPOSE EXEMPT 1990	$0	$0	$0
7	MULTI PURP EX 91 HIGH SCHL	$162,685	$143,637	$124,213
8	MULTI PURP EX 91 LOKER	$15,680	$7,980	$0
9	MULTI PURP EX 91 LANDFILL	$3,920	$1,995	$0
10	MULTI PURP EXEM SCHL 1993	$122,228	$113,681	$104,812
11	MULTI PURPOSE EQUIPMENT	$0	$0	$0
12	LAND ACQUISITION EXEMPT	$124,210	$116,830	$109,270
13	MULTI PURPOSE 1996	$15,490	$7,905	$5,805
14	MULTI PURPOSE 1997	$44,954	$39,600	$33,375
15	MULTI PURPOSE EXEMPT 1997	$45,600	$38,862	$32,542
16	PUBLIC SAFETY BLDG. EXEMPT	$220,958	$210,445	$199,570
17	DECARLO LAND ACQUISITION	$2,225	$1,500	$844
18	DEPARTMENTAL EQUIPMENT	$27,575	$19,781	$11,812
19	FIELD HOUSE ROOF	$1,129	$991	$853
20	COMPUTERS	$10,488	$7,500	$4,500
21	TRAFFIC LIGHTS	$650	$469	$281
22	DEPARTMENTAL EQUIPMENT	$24,570	$19,488	$14,500
23	LAND ACQUISITION	$59,310	$53,610	$47,910
24	MODULAR CLASSROOMS/GYM	$49,425	$44,675	$39,925
25	POOL REMODEL	$16,783	$15,120	$13,457
26	STREET REMODEL	$13,396	$11,829	$10,261
27	SIDEWALK/BIKE	$5,750	$4,325	$3,137
28	TEMP BORROWING MIDDLE SCH	$232,715	$231,300	$187,974
29	LAND ACQUISITION 2001	$0	$72,207	$68,564
30	DEPT EQUIP 2001	$0	$26,759	$20,800
31	SCHOOL TECH 2001	$0	$10,618	$8,000
32	TOWN BLDG/FIRE REPAIRS	$0	$7,433	$5,415
33	SIDEWALK 2001	$0	$2,549	$1,800
34	LANDFILL 2001	$0	$10,619	$9,025
35	BUILDING REPAIR	$0	$1,485	$870
36	RADIO REHAB 2002	$0	$0	$144
37	COMPUTERS 2002	$0	$0	$90
38	TELEPHONES 2002	$0	$0	$66
39	COMPACTOR UNIT 2002	$0	$0	$270
40	CONTAINERS 2002	$0	$0	$72
41	ASPHALT REPAIR UNIT 2002	$0	$0	$150
42	PICKUP TRUCK 2002	$0	$0	$258
43	SCHOOL TECH 2002	$0	$0	$900
44	SCHOOL FURNITURE 2002	$0	$0	$495
45	SCHOOL BLDG REPAIR 2002	$0	$0	$420
46	SCHOOL VEHICLES 2002	$0	$0	$312
47	PUBLIC SAFETY 2002	$0	$0	$2,400
48	TOWN POOL REPAIRS 2002	$0	$0	$600
49	TOWN CTR IMPROVMENTS 2002	$0	$0	$705
50	LAND PURCHASE CAZANAS	$0	$0	$300
51	CANOE LAUNCH	$0	$0	$330
	MATURING DEBT			
52	BOND ISSUE 1989	$0	$0	$0
53	MULTI PURPOSE EXEMPT 1990	$85,000	$0	$0
54	MULTI PURP EX 91 HIGH SCHL	$360,000	$360,000	$365,000

	BUDGET	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
55	MULTI PURP EX 91 LOKER	$140,000	$140,000	$0
56	MULTI PURP EX 91 LANDFILL	$35,000	$35,000	$0
57	MULTI PURP EXEMPT SCHL 1993	$215,000	$215,000	$215,000
58	MULTI PURP EQUIP 1993	$0	$0	$0
59	LAND ACQUISTION EXEMPT 1996	$180,000	$180,000	$180,000
60	MULTI PURPOSE 1996	$185,000	$50,000	$45,000
61	BOND SALE EXPENSE	$25,000	$25,000	$32,500
62	FINANCIAL DISCLOSURE	$0	$2,500	$2,500
63	MULTI PURPOSE 1997	$152,300	$152,300	$147,300
64	MULTI PURPOSE EXEMPT 1997	$150,000	$150,000	$150,000
65	PUBLIC SAFETY BLDG.	$290,000	$290,000	$290,000
66	DECARLO LAND ACQUISITION	$20,000	$20,000	$15,000
67	DEPARTMENTAL EQUIP	$215,000	$215,000	$210,000
68	FIELD HOUSE REMODEL	$3,675	$3,675	$3,675
69	COMPUTERS	$85,000	$80,000	$80,000
70	TRAFFIC LIGHTS	$5,000	$5,000	$5,000
71	DEPARTMENTAL EQUIPMENT	$107,000	$105,000	$100,000
72	LAND ACQUISITION	$120,000	$120,000	$120,000
73	MODULAR CLASSROOMS/GYM	$100,000	$100,000	$100,000
74	POOL REMODEL	$35,000	$35,000	$35,000
75	STREET REMODEL	$33,000	$33,000	$33,000
76	SIDEWALK/BIKE	$30,000	$25,000	$25,000
77	LAND ACQUISITION 2001	$0	$90,000	$90,000
78	DEPT EQUIPMENT 2001	$0	$130,000	$130,000
79	SCHOOL TECH 2001	$0	$50,000	$50,000
80	TOWN BLDG/FIRE REPAIRS	$0	$20,000	$15,000
81	SIDEWALK 2001	$0	$15,000	$15,000
82	LANDFILL 2001	$0	$25,000	$25,000
83	BUILDING REPAIR	$0	$4,000	$4,000
84	RADIO REHAB 2002	$0	$0	$4,800
85	COMPUTERS 2002	$0	$0	$3,000
86	TELEPHONES 2002	$0	$0	$2,200
87	COMPACTOR UNIT 2002	$0	$0	$9,000
88	CONTAINERS 2002	$0	$0	$2,400
89	ASPHALT REPAIR 2002	$0	$0	$5,000
90	PICKUP TRUCK 2002	$0	$0	$8,600
91	SCHOOL TECH 2002	$0	$0	$30,000
92	SCHOOL FURNITURE 2002	$0	$0	$16,500
93	SCHOOL BLDG REPAIR 2002	$0	$0	$14,000
94	SCHOOL VEHICLES 2002	$0	$0	$10,400
95	PUBLIC SAFETY 2002	$0	$0	$80,000
96	TOWN POOL REP 2002	$0	$0	$20,000
97	TOWN CTR IMPROVEMENTS 2002	$0	$0	$23,500
98	LAND PURCHASE CAZANES	$0	$0	$10,000
99	CANOE LAUNCH 2002	$0	$0	$11,000
	TOTAL DEBT & INTEREST	$3,859,146	$4,048,668	$3,989,902
	GRAND TOTAL BUDGET	$37,206,821	$40,530,924	$43,118,124

	CAPITAL BUDGET		
	TOWN BUILDINGS		
1	REPAIR FIRE STATION	$10,000	BORROW
2	HVAC TOWN BUILDING	$42,500	BORROW
	DATA PROCESSING		
3	TECHNOLOGY	$40,000	BORROW
	FIRE DEPARTMENT		
4	CAR 2	$40,000	BORROW
5	RADIO SYSTEM	$75,000	BORROW
	POLICE		
6	COMPUTER SOFTWARE	$27,000	BORROW
7	POLICE CAR COMPUTERS	$79,000	BORROW
	HIGHWAY		
8	REPAIR SNOW REMOVAL TRUCKS	$36,000	FREE CASH
9	STEER LOADER W/ ATTATCHMENTS	$35,000	BORROW
	LANDFILL		
10	REPLACE OLD CONTAINERS	$12,000	BORROW
11	WASTE BAN CONTAINER 40 YRDS	$12,900	BORROW
	LIBRARY		
12	COMPUTER UPGRADE	$9,400	BORROW
13	MICOFILM READER	$8,500	BORROW
	SCHOOL DEPARTMENT		
14	TECHNOLOGY	$200,000	BORROW
15	BUILDING REPAIRS	$117,000	BORROW
16	OFFICE EQUIPMENT	$20,000	BORROW
17	CONTAINERS	$23,000	BORROW
18	MINIBUS	$40,000	BORROW
	GRAND TOTAL	$827,300	

ARTICLE 6: TRANSFER PARK AND RECREATION DEPARTMENT LAND TO THE COMMONWEALTH FOR HIGHWAY PURPOSES

Proposed by: Board of Selectmen

To determine whether the Town will vote to:

a) instruct the Park and Recreation Commission, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of all or any part of the parcel of land on Boston Post Road (Route 20), Wayland, Massachusetts, shown as Lot 001A on Assessors Map 23, containing 21,780 square feet, more or less, to the Board of Selectmen for the purpose of transferring, conveying, selling or otherwise disposing of said parcel of land to the Commonwealth of Massachusetts for highway purposes;

b) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to transfer, convey, sell or otherwise dispose of to the Commonwealth of Massachusetts all or any part of said parcel of land for highway purposes; and

c) authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act authorizing a change of use and transfer, sale, conveyance or other disposition of said all or any part of parcel of land to the Commonwealth of Massachusetts for highway purposes.

FINANCE COMMITTEE COMMENTS: The Park and Recreation Department has jurisdiction over a small parcel of land on the southwest corner of the intersection of Routes 20/126/27 (see map at Appendix B). A Town information billboard is currently located on this parcel along with plantings sponsored by the Beautification Committee.

The Massachusetts Highway Department needs this parcel to complete the planned improvements at this intersection. This article proposes a transfer from the Park and Recreation Department to the Commonwealth for the purposes noted above. The Park and Recreation Commission has unanimously voted in favor of this transfer.

ARGUMENTS IN FAVOR: This transfer will allow Massachusetts Highway plans to be implemented. The Park and Recreation Department is not aware of any viable alternative use for this property.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE:
a) Two-thirds – see Massachusetts General Laws Chapter 40, Section 15A
b) Majority – see Massachusetts General Laws Chapter 40, Section 3
c) Majority – see Massachusetts Constitution Amendment Article 2, Section 8(1) (see map at Appendix B).

ARTICLE 7: WASTEWATER MANAGEMENT DISTRICT COMMISSION BUDGET

Proposed by: Wastewater Management District Commission *Estimated Cost: $179,394*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Wastewater Management District Commission for the annual operating expenses of the Wayland Wastewater Management District; and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds appropriated for another purpose, by borrowing or otherwise.

WASTEWATER MANAGEMENT DISTRICT COMMISSION BUDGET FY 2003

	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
Operating Expense	$20,947	$21,050	$20,726
Maintenance/Repair	$78,695	$20,000	$40,000
Contract/Professional Services	$55,783	$92,778	$87,582
Debt Service	$22,430	$51,312	$31,086
Total Expenses	**$177,855**	**$185,140**	**$179,394**
District Revenue	$235,925	$185,140	$179,394
General Fund Contribution	$60,000	$0	$0
Total Revenue	**$295,925**	**$185,140**	**$179,394**

FINANCE COMMITTEE COMMENTS: This article continues the funding of the Wastewater Management District Commission, which owns and operates a wastewater treatment facility located at the Polaroid/Congress Group office complex. Nearby Route 20 residents and businesses, the Town building, and the new public safety building are all users or potential users of this system. The expenses of the system operation are borne by revenue from the users.

ARGUMENTS IN FAVOR: The article provides sufficient funds for the operation of the facility.

ARGUMENTS OPPOSED: There are none evident.

RECOMMENDATION: Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

ARTICLE 8: WAYLAND/SUDBURY SEPTAGE TREATMENT FACILITY BUDGET

Proposed by: Septage Committee *Estimated Cost: $834,808*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Septage Committee for the operation of the Wayland/Sudbury septage treatment facility; and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

	SEPTAGE BUDGET FY 2003	EXPENDED FY01	RECOMMENDED FY02	RECOMENDED FY03
1	SALARIES	$215,796	$173,692	$147,892
	EXPENSE			
2	OPERATING EXPENSE	$10,587	$3,500	$3,500
3	OTHER EXPENSE	$6,565	$8,400	$8,700
4	EXPENSE UTILITY-MISC.	$41,914	$47,000	$48,650
5	CONTRACTED/PROFESS SERVICES	$31,290	$43,000	$33,000
6	CONTRACT SERVICES/DIRECTOR	$60,341	$50,000	$50,000
7	LEGAL SERVICES	$2,001	$5,000	$5,000
8	OUT OF STATE TRAVEL	$0	$500	$500
	EQUIPMENT			
9	CAPITAL REPLACEMENT	$15,391	$65,000	$60,000
10	PURCHASE/RENTAL	$3,236	$3,500	$3,500
11	MAINTENANCE/REPAIRS	$24,580	$22,000	$23,000
12	MATERIAL/SUPPLIES	$1,857	$4,600	$4,600
12	EMERGENCY REPAIRS			$0
	BUILDING/MAINT EXPENSE			
13	MAINT/REPAIRS/RENOVATIONS	$0	$2,000	$2,000
14	BUILDING UTILITIES	$966	$500	$1,000
15	OTHER EXPENSE	$10,829	$6,000	$11,000
	SPECIAL BUDGET ITEMS			
16	ENGINEERING SERVICES	$0	$5,000	$5,000
17	DEBT SERVICE	$112,160	$78,595	$73,135
18	SLUDGE DISPOSAL	$75,034	$85,000	$89,000
19	GROUND WATER MONITORING	$14,008	$5,000	$0
20	AUDIT, FINANCIAL SERVICES	$6,588	$15,000	$16,000
20	LABRATORY AND PROFESS SERVICES	$7,138	$2,200	$2,500
	INDIRECT EXPENSES			
21	ADMINISTRATION	$20,000	$40,000	$40,000
22	INSURANCE FRINGE BENEFITS	$0	$20,400	$22,184
23	OTHER INSURANCE	$0	$4,400	$4,400
24	RETIREMENT BENEFITS	$0	$35,800	$17,747
25	GREASE DISPOSAL	$16,619	$47,000	$21,000
26	SEPTAGE COMMITTEE	$0	$500	$500
27	RESERVE FOR EMERGENCY REP	$0	$0	$0
28	SEPTAGE COMMITTEE SEC.	$963	$1,000	$1,000
	SEPTAGE BILLING UPGRADE		$20,000	
	RESERVE FOR EXTRAORDINARY REP		$120,685	$140,000
	TOTAL BUDGET REQUEST	$677,863	$915,272	$834,808
	REVENUE SOURCES			
	ANTICIPATED REVENUE	$555,923	$624,155	$600,000
	RETAINED EARNINGS	$121,940	$291,117	$234,808
	TOTAL REVENUES	$677,863	$915,272	$834,808

FINANCE COMMITTEE COMMENTS: This article provides funds for the annual operation of the Wayland/Sudbury septage treatment plant. This is the fourth budget presented by the Septage Committee authorized by Article 14 of the 1997 ATM.

One significant operational change from last year is the establishment of a new billing system that bills the haulers and not the residents. This is expected to reduce clerical and administrative work currently being performed by the septage facility as well as by both towns' accounting departments. It will also allow the facility to accept waste from Weston and possibly other neighboring suburbs in the future.

The current rate for septage disposal is 6 cents per gallon. The rate for grease disposal is 21 cents per gallon. For the first six months of FY02, the facility received $223,276 in cash receipts and spent $237,952 in operating and debt service payments for an operating loss of $14,676 on a cash basis. It is anticipated that this operating loss will grow in the second half of FY02. The septage facility had a June, 2001 retained earnings balance of approximately $800,000. The engineering firm of Camp, Dresser and McKee is under contract to oversee the operation of the facility.

ARGUMENTS IN FAVOR: This Article provides adequate funds to operate the septage treatment facility. Operating expenses and debt obligations are expected to be reimbursed through fees charged to users.

Changes anticipated by the formation of the Septage Committee are finally starting to be implemented. The hauler billing system, up to date financial reports and projections along with budget reductions ($32,802) are examples of these changes. Further operating efficiencies are being discussed.

ARGUMENTS OPPOSED: Part of the continuing deficits can be explained by planned disposal rate reductions. More troubling is the steady drop in gallons of septage received over the last two years. Currently, retained earnings are used to balance the budget. Rates will eventually have to be raised if volume stays slack and retained earnings continue to decline.

RECOMMENDATION: Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

ARTICLE 9: WATER DEPARTMENT MAINTENANCE BUDGET

Proposed by: Water Department *Estimated Cost: $1,313,288*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Water Commissioners for the operation and expenses of the Water Department; and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by grants received from the Commonwealth or Federal Government, by borrowing or otherwise.

WATER DEPARTMENT BUDGET FY 2003

	EXPENDED FY 2001	APPROPRIATED FY 2002	REQUESTED FY 2003
Salaries			
Commissioners	$225	$225	$225
Superintendent	$60,065	$61,195	$67,315
Labor	$265,264	$313,181	$322,576
Clerical	$36,053	$49,224	$50,671
Total Salaries	$361,607	$423,825	$440,787
Operating Expense	$472,411	$474,000	$477,000
Professional Services	$14,655	$0	$0
Equipment	$680	$0	$0
Police Details	$6,319	$0	$0
Borrowing Costs	$310,340	$352,708	$395,501
Total Water Department	**$1,166,012**	**$1,250,533**	**$1,313,288**

FINANCE COMMITTEE COMMENTS: This is an annual article that provides for the Water Department operating and maintenance budget. The budget is essentially identical to the FY02 budget approved by the Town, adjusted for negotiated salary increases, and is within Finance Committee FY03 guidelines.

ARGUMENTS IN FAVOR: This article authorizes the town to spend the money needed to operate the Water Department.

ARGUMENTS OPPOSED: The Finance Committee is not aware of arguments against this article.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

ARTICLE 10: COMPENSATION FOR ELECTED OFFICIALS

Proposed by: Board of Selectmen

To determine whether the Town will vote to fix the salaries and compensation of all elected officers of the Town effective July 1, 2002, which salaries and compensation are printed below.

SALARY SCHEDULE – ELECTED TOWN OFFICIALS

		FY 2002	FY 2003
Town Clerk		$54,383	$57,646
Selectmen	(5 @ $100)	$500	$0
Assessors	(Chairman)	$1,600	$1,600
	(2 @ $1,500)	$3,000	$3,000
Board of Health	(5 @ $50)	$250	$250
Water Commissioners	(3 @ $75)	$225	$225
TOTAL		**$59,958**	**$62,721**

FINANCE COMMITTEE COMMENTS: This is a standard article that permits the Town to pay the Town Clerk and various elected officials. The salary of the Town Clerk does not fall within the Personnel Wage and Salary Classification Plan, because it is an elected position. As a result, Town Meeting must approve pay increases for the Town Clerk. Appointed Department heads enjoy benefits not available to elected officials, such as automatic step increases, merit increases that recognize performance, and cost of living adjustments. The only course of action for the Town Clerk is to place an article in the Warrant and a line item in the budget (the article sets the salary, the budget appropriates the monies) calling for a salary increase.

A majority of the Selectmen have voted to cut the Selectmen salaries from $500 to $0.

ARGUMENTS IN FAVOR: The salaries proposed reflect a fair and in some cases minimal compensation for work performed.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 108.

ARTICLE 11: PERSONNEL BY-LAWS AND WAGE AND CLASSIFICATION PLAN

Proposed by: Personnel Board *Estimated Cost: 3% of FY2002 Salary Expenditures*

To determine whether the town will vote to amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan previously adopted by the Town by making the following additions, deletions and modifications thereto, and by establishing effective dates for such amendments:

(Note: Added language is underlined, deleted language has a strikethrough. Only the sections that have been amended are included.)

§43-11. Sick leave.

E. When a permanent employee retires or dies, he or his beneficiary shall receive severance pay equal to the employee's most recent daily straight-time rate multiplied by 60% of his unused accumulated sick leave days in effect as of his retirement or death. Such severance pay shall not exceed a maximum of ~~$3,500~~. ($5,000)

COMMENTS: This article increases the sick leave buyback for employees who retire or die from a maximum of $3,500 to a maximum of $5,000. The change is intended to provide a modest increase in the incentive for employees to not take sick leave unnecessarily.

2) WAGE AND CLASSIFICATION PLAN

This article also makes changes in the Wage and Classification Plan to incorporate the July 1, 2001 salary increase (3%) for all employees, and the proposed salary increase for July 1, 2002 (3%) for non union employees and those union employees in bargaining units with executed labor contracts. Funds for the FY 2002 increase were appropriated by the 2001 Annual Town Meeting. Funds for the FY 2003 increases will be considered by the 2002 Annual Town Meeting. Wage tables reflecting the above rates are attached. It is anticipated that all labor contracts will be completed in time for funding to be considered by Town Meeting.

COMMENTS: The proposed Wage and Salary Classification Plan changes allow for systematic wage increases based on employee evaluations and longevity, and provide for reasonable wage growth with regard to current economic conditions. Changes to the non-union salary schedules reflect increases comparable to negotiated increases for union employees.

FINANCE COMMITTEE COMMENTS: This article makes changes in the Personnel By-Law of the Code of the Town of Wayland and the Wage and Salary Classification Plan. With regard to the increase in sick time buy-back, this article proposes that the maximum be raised from $3,500 to $5,000, which is a one-time payment paid only upon retirement or death. The benefit represents 60% of unused accumulated sick time to a maximum of $5,000 (up from $3,500). Unionized employees receive this same benefit by collective bargaining agreement. The changes to the Wage and Salary Classification Plan incorporate wage and

salary schedules for union employees in bargaining units with executed labor contracts and establishes the wage and salary schedule for non-union employees with a 3% increase comparable to the negotiated increases of the union contracts signed to date.

ARGUMENTS IN FAVOR: The sick leave benefit is intended to provide an incentive to employees to not use sick time and accept a buy-out of unused sick time upon retirement. The change to the Sick Leave Policy provides a benefit to non-union employees consistent with a similar benefit provided to union employees. The Wage and Salary Classification Plan allows for systematic increases based on employee evaluations and longevity and provide for reasonable growth with regard to current economic conditions. Changes to the union schedules are required to reflect new salary levels that result from the executed union contracts, and changes to the non-union salary schedules reflect increases comparable to the union negotiated increases, which is an equitable increase for employees not part of a union.

ARGUMENTS OPPOSED: The cost of providing the additional sick leave benefit might not provide the desired benefit of reducing sick time. In addition, the salary increase may be considered too high given the current economic environment.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 108A.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing by-law amendments are consistent with Massachusetts and federal law.

ADMINISTRATIVE AND PROFESSIONAL NON-UNION

G-Schedule Effective July 1, 2001 (3% Adjustment)

	1	2	3	4	5	6	7	8
G-1	53,702	54,853	56,003	57,154	58,304	59,454	60,605	61,755
G-2	55,850	57,048	58,244	59,440	60,637	61,833	63,031	64,227
G-3								
G-4	67,558	69,005	70,453	71,900	73,348	74,795	76,243	77,690
G-5	70,258	71,763	73,268	74,774	76,279	77,785	79,289	80,795
G-6	75,663	77,285	78,907	80,529	82,151	83,773	85,394	87,017

	9	10	11	12	13	14	15
G-1	62,905	64,056	65,206	66,355	67,506	68,656	69,814
G-2	65,424	66,620	67,817	69,014	70,211	71,407	72,605
G-3							
G-4	79,138	80,586	82,033	83,481	84,928	86,376	87,824
G-5	82,300	83,806	85,318	86,815	88,321	89,826	91,335
G-6	88,638	90,260	91,882	93,504	95,126	96,747	98,362

NON-ADMINISTRATIVE AND PROFESSIONAL NON-UNION

Effective July 1, 2001 (3% Adjustment)

	1	2	3	4	5	6	7	8
SG-2	29,463	30,023	30,593	31,175	31,767	32,371	32,986	33,612
SG-3	31,820	32,503	33,185	33,865	34,548	35,231	35,913	36,593
SG-4	34,366	35,103	35,839	36,575	37,311	38,048	38,784	39,520

	9	10	11	12	13	14	15
SG-2	34,251	34,902	35,565	36,241	36,929	37,631	38,346
SG-3	37,275	37,957	38,638	39,321	40,003	40,686	41,367
SG-4	40,256	40,993	41,729	42,465	43,202	43,938	44,675

NON-UNION
ADMINISTRATIVE AND PROFESSIONAL

Finance Director	G-5
Police Chief	G-4
Fire Chief	G-4
Water Superintendent	G-2
Park & Recreation Director	G-2
Library Director	G-2
Personnel Director	G-1

NON-ADMINISTRATIVE AND PROFESSIONAL

Administrative Secretary, Selectmen	SG-4
Fee Support Administrator, P&R	SG-4
Outreach Coordinator, COA	SG-3*
Pool Director	SG-3
Computer Tech	SG-2

** part-time*

ADMINISTRATIVE AND PROFESSIONAL NON-UNION

G-Schedule Effective July 1, 2002 (3% Adjustment)

	1	2	3	4	5	6	7	8
G-1	55,314	56,499	57,683	58,869	60,053	61,238	62,423	63,608
G-2	57,525	58,759	59,991	61,224	62,456	63,688	64,922	66,154
G-3								
G-4	69,584	71,075	72,566	74,057	75,548	77,039	78,530	80,021
G-5	72,366	73,916	75,466	77,017	78,568	80,118	81,668	83,218
G-6	77,933	79,603	81,275	82,945	84,616	86,286	87,956	89,627

	9	10	11	12	13	14	15
G-1	64,792	65,977	67,162	68,346	69,532	70,716	71,909
G-2	67,386	68,619	69,851	71,085	72,317	73,549	74,783
G-3							
G-4	81,512	83,003	84,494	85,985	87,476	88,967	90,459
G-5	84,769	86,320	87,877	89,420	90,971	92,521	94,075
G-6	91,297	92,968	94,638	96,310	97,980	99,650	101,313

NON-ADMINISTRATIVE AND PROFESSIONAL NON-UNION

Effective July 1, 2002 (3% Adjustment)

	1	2	3	4	5	6	7	8
SG-2	30,347	30,924	31,511	32,110	32,720	33,342	33,975	34,621
SG-3	32,775	33,478	34,180	34,881	35,584	36,288	36,990	37,691
SG-4	35,397	36,156	36,914	37,672	38,431	39,189	39,947	40,706

	9	10	11	12	13	14	15
SG-2	35,278	35,949	36,632	37,328	38,037	38,760	39,496
SG-3	38,393	39,095	39,798	40,501	41,203	41,906	42,607
SG-4	41,464	42,222	42,981	43,739	44,498	45,256	46,015

NON-UNION
ADMINISTRATIVE AND PROFESSIONAL

Finance Director	G-5
Police Chief	G-4
Fire Chief	G-4
Water Superintendent	G-2
Park & Recreation Director	G-2
Library Director	G-2
Personnel Director	G-1

NON-ADMINISTRATIVE AND PROFESSIONAL

Administrative Secretary, Selectmen	SG-4
Fee Support Administrator, P&R	SG-4
Outreach Coordinator, COA	SG-3*
Pool Director	SG-3
Computer Tech	SG-2

** part-time*

OFFICE STAFF NON-UNION

Effective July 1, 2001 - 3% adjustment

GRADE	MINIMUM	STEP 1	STEP 2	STEP 3
S-9	25,624	26,706	27,774	28,842
S-10	26,706	27,767	28,932	30,043
S-12	28,977	30,185	31,393	32,599
S-13	30,119	31,373	32,627	33,883
S-14	31,320	32,624	33,929	35,235
S-15	32,538	33,894	35,250	36,606
S-16	33,861	35,272	36,683	38,093
S-17	35,201	36,667	38,134	39,602
S-18	36,650	38,176	39,703	41,231

OFFICE STAFF NON-UNION

Effective July 1, 2002 - 3% adjustment

GRADE	MINIMUM	STEP 1	STEP 2	STEP 3
S-9	26,393	27,507	28,607	29,707
S-10	27,507	28,600	29,800	30,944
S-12	29,846	31,090	32,335	33,577
S-13	31,023	32,315	33,605	34,900
S-14	32,260	33,603	34,947	36,293
S-15	33,514	34,910	36,308	37,704
S-16	34,876	36,330	37,783	39,236
S-17	36,257	37,767	39,278	40,790
S-18	37,750	39,321	40,894	42,468

S-12 Senior Clerk Health*
Senior Clerk, Landfill*

S-13 Secretary, Fire
Principal Clerk, Planning

S-14 Recreation Program Assistant

S-16 Personnel Secretary
Administrative Assistant, Police

** part-time*

OFFICE STAFF NON-UNION

Effective July 1, 2001 - 3% adjustment

	Starting Hourly Rate	Step 1	Step 2	Step 3
Hourly Sen. Sec. Aide	11.69			
Hourly Sec. Aide	10.30			
Student Sec. Aide	6.64	7.46	8.30	9.13

OFFICE STAFF NON-UNION

Effective July 1, 2002 - 3% adjustment

	Starting Hourly Rate	Step 1	Step 2	Step 3
Hourly Sen. Sec. Aide	12.04			
Hourly Sec. Aide	10.61			
Student Sec. Aide	6.84	7.69	8.55	9.41

INSPECTORS - NON UNION - BUILDING

Effective July 1, 2001 - 3% Adjustment

	Min.	2	3	4	Max.
Gas & Plumbing Inspector	$ 17.30	$ 18.17	$ 19.08	$ 20.03	$ 21.03
Wiring Inspector					
Local Building Inspector					

INSPECTORS - NON UNION - BUILDING

Effective July 1, 2002 - 3% Adjustment

	Min.	2	3	4	Max.
Gas & Plumbing Inspector	17.82	18.71	19.65	20.63	21.66
Wiring Inspector					
Local Building Inspector					

LIBRARY - NON-UNION - PAGES

Effective July 1, 2001 - 3% adjustment

	Year 1	Year 2	Year 3
Library Pages	$6.92	$7.35	$7.75

LIBRARY - NON-UNION - PAGES

Effective July 1, 2002 - 3% adjustment

	Year 1	Year 2	Year 3
Library Pages	$7.13	$7.57	$7.98

LIBRARY - NON-UNION - HOURLY CLERKS
Effective July 1, 2001 - 3% adjustment

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
$ 11.68	$ 11.94	$ 12.21	$ 12.46	$ 12.70	$ 12.96	$ 13.21	$ 13.46	$ 13.72

STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
$ 13.97	$ 14.22	$ 14.47	$ 14.74	$ 14.98	$ 15.24

LIBRARY - NON-UNION - HOURLY CLERKS
Effective July 1, 2002 - 3% adjustment

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
$ 12.03	$ 12.30	$ 12.58	$ 12.83	$ 13.08	$ 13.35	$ 13.60	$ 13.87	$ 14.14

STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
$ 14.39	$ 14.65	$ 14.90	$ 15.18	$ 15.43	$ 15.70

LIBRARY - NON-UNION - PART-TIME WEEKEND PROFESSIONALS
Effective July 1, 2001 - 3% adjustment

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
$ 18.39	$ 18.73	$ 19.06	$ 19.39	$ 19.74	$ 20.06	$ 20.41	$ 20.73	$ 21.08

STEP 10	STEP 11	STEP 12
$ 21.41	$ 21.74	$ 22.08

LIBRARY - NON-UNION - PART-TIME WEEKEND PROFESSIONALS
Effective July 1, 2002 - 3% adjustment

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
$ 18.94	$ 19.29	$ 19.63	$ 19.98	$ 20.33	$ 20.66	$ 21.02	$ 21.35	$ 21.71

STEP 10	STEP 11	STEP 12
$ 22.05	$ 22.40	$ 22.74

PUBLIC SAFETY POSITION - NON UNION

Effective July 1, 2001 - 3% Adjustment

TITLE	Rate	Per
Traffic Supervisors	$ 6,057.63	Year
Traffic Supervisor Substitute	$ 34.73	Day
Special Police Matrons	$ 15.44	Hour
Call Firefighters	$ 15.44	Hour
Call Firefighter Coordinator	$ 16.47	Hour
Part-time Custodian	$ 12.31	Hour
JCC Dispatcher	$ 10.97	Hour
Police Intern	$ 7.98	Hour

PUBLIC SAFETY POSITION - NON UNION

Effective July 1, 2002 - 3% Adjustment

TITLE	Rate	Per
Traffic Supervisors	$ 6,239.36	Year
Traffic Supervisor Substitute	$ 35.77	Day
Special Police Matrons	$ 15.90	Hour
Call Firefighters	$ 15.90	Hour
Call Firefighter Coordinator	$ 16.96	Hour
Part-time Custodian	$ 12.68	Hour
JCC Dispatcher	$ 11.30	Hour
Police Intern	$ 8.22	Hour

SEPTAGE - NON UNION

Effective July 1, 2001 - 3% adjustment

GRADE	TITLE	Starting Salary	Step 1	Step 2	Step 3
Hourly	Waste Water Facility	$11.54	$12.15	$12.76	$13.37
Part-time	Monitor				

SEPTAGE - NON UNION

Effective July 1, 2002 - 3% adjustment

GRADE	TITLE	Starting Salary	Step 1	Step 2	Step 3
Hourly	Waste Water Facility				
Part-time	Monitor	$11.89	$12.51	$13.14	$13.77

POLICE - NON UNION

Effective July 1, 2001 - 3% adjustment

GRADE	TITLE	STARTING SALARY	STEP 1	STEP 2	STEP 3
P-4	Lieutenant	55,396.48	58,165.75	61,074.26	64,127.59

POLICE - NON UNION

Effective July 1, 2002 - 3% adjustment

GRADE	TITLE	STARTING SALARY	STEP 1	STEP 2	STEP 3
P-4	Lieutenant	57,058.38	59,910.72	62,906.49	66,051.41

WAYLAND TOWN POOL AND BEACH NON-UNION

Pool and Beach Effective May 1, 2002

Position	1st year	2nd year	3rd year	4th year
Pool Head Lifeguard	$14.47	$14.91	$15.36	$15.80
Beach Director	$15.58	$16.03	$16.47	$16.92
Pool Secretary	$9.96	$10.30	$10.63	$10.96
Snack Bar Supervisor	$10.02	$10.31	$10.63	$10.95
Snack Bar I	$8.90	$9.18	$9.44	$9.73
Snack Bar II	$6.68	$6.88	$7.08	$7.29
Proposed Snack Bar II	$8.00	$8.24	$8.49	$8.74

Position	0-360 hrs.	361 - 720 hrs.	721-1080 hrs.	1081 + hrs.
Beach Head Lifeguard	$10.46	$10.78	$11.10	$11.44
Beach Supervisor	$12.02	$12.38	$12.83	$13.21
Water Safety Instructor	$10.46	$10.78	$11.10	$11.44
Senior Lifeguard	$10.02	$10.35	$10.68	$11.02
Jr. Lifeguard/Swim Aide/Gate Guard	$8.90	$9.18		
Instructor	$8.48			
Front Desk Clerk - Pool	$8.07	$8.35	$8.63	$8.90
Swim Aide II	$7.57	$7.79		
Beach Police	$7.57	$7.79	$8.11	$8.59

SUMMER PLAYGROUND NON UNION SEASONAL
Effective May 1, 2002

POSITION	1st Year	2nd Year	3rd Year	4th Year
Day Program Coordinator	$18.02	$18.56	$19.12	$19.69
SA Program Director	$15.90	$16.38	$16.86	$17.37
SA Assistant Director	$13.25	$13.65	$14.06	$14.48
Lead Teacher	$13.25	$13.65	$14.06	$14.48
Assistant Teacher	$11.66	$12.01	$12.37	$12.74
SA Senior Counselor	$10.60	$10.92	$11.25	$11.59
Counselor	$9.54	$9.83	$10.12	$10.42
Junior Counselor	$7.42	$7.64	$7.88	$8.11

SA = Summer Adventure Program

MISCELLANEOUS SEASONAL NON-UNION
Effective May 1, 2002

	1 year	2 years	3 years	4 years
Conservation Laborer	10.02	10.74	11.46	12.11
Landfill Clerk	11.45			
Park & Rec. Laborer	11.31	11.88	12.45	

PATROLMAN

P-1	Minimum	After 1yr.	After 2yr.	After 3yr.
7/1/01 - 3%	37,510.19	39,385.70	41,354.97	43,422.74
7/1/02 - 3%	38,635.50	40,567.27	42,595.62	44,725.42
7/1/03 - 4%	40,180.92	42,189.96	44,299.45	46,514.44

SERGEANT

P-2	Minimum	After 1yr.	After 2yr.	After 3yr.
7/01/01 - 3%	45,593.38	47,873.05	50,266.70	52,780.03
7/01/02 - 3%	46,961.18	49,309.24	51,774.70	54,363.43
7/01/03 - 4%	48,839.63	51,281.61	53,845.69	56,537.97

PARK AND RECREATION - UNION

APPENDIX A

Effective July 1, 2001 - 3% adjustment

P&R1	14.22	14.66	15.13	15.67
P&R2	14.66	15.13	15.67	16.18
P&R3	16.18	16.65	17.26	17.81
P&R4	17.26	17.81	18.53	19.03
P&R6	18.53	19.03	19.68	20.35
P&R7	19.80	20.45	21.10	21.75

Effective July 1, 2002 - 3% adjustment

P&R1	14.65	15.10	15.58	16.14
P&R2	15.10	15.58	16.14	16.67
P&R3	16.67	17.14	17.78	18.35
P&R4	17.78	18.35	19.08	19.60
P&R6	19.08	19.60	20.27	20.96
P&R7	20.39	21.06	21.73	22.40

Effective July 1, 2003 - 4% adjustment

P&R1	15.24	15.71	16.20	16.78
P&R2	15.71	16.20	16.78	17.33
P&R3	17.33	17.83	18.49	19.08
P&R4	18.49	19.08	19.85	20.38
P&R6	19.85	20.38	21.08	21.79
P&R7	21.21	21.91	22.60	23.30

Classifications and Paygrades

Groundskeeper I - P&R 1

Groundskeeper II - P& R 2

Groundskeeper III - P&R 3

Working Foreman - P&R 4

Master Mechanic - P&R 6

General Foreman - P&R 7

HIGHWAY UNION

Effective July 1, 2001 - 3% adjustment

Grade	Minimum	Step 1	Step 2	Step 3
H-5	$15.25	$15.70	$16.23	$16.71
H-6	$15.70	$16.23	$16.71	$17.34
H-7	$16.23	$16.71	$17.34	$17.84
H-8	$16.71	$17.34	$17.84	$18.48
H-9	$17.34	$17.84	$18.48	$19.09
H-10	$17.84	$18.48	$19.09	$19.72
H-11	$18.48	$19.09	$19.72	$20.40

Effective July 1, 2002 - 3% adjustment

Grade	Minimum	Step 1	Step 2	Step 3
H-5	$15.71	$16.18	$16.72	$17.21
H-6	$16.18	$16.72	$17.21	$17.86
H-7	$16.72	$17.21	$17.86	$18.37
H-8	$17.21	$17.86	$18.37	$19.03
H-9	$17.86	$18.37	$19.03	$19.66
H-10	$18.37	$19.03	$19.66	$20.31
H-11	$19.03	$19.66	$20.31	$21.01

Effective July 1, 2003 - 4% adjustment

Grade	Minimum	Step 1	Step 2	Step 3
H-5	$16.34	$16.82	$17.39	$17.90
H-6	$16.82	$17.39	$17.90	$18.57
H-7	$17.39	$17.90	$18.57	$19.11
H-8	$17.90	$18.57	$19.11	$19.79
H-9	$18.57	$19.11	$19.79	$20.45
H-10	$19.11	$19.79	$20.45	$21.12
H-11	$19.79	$20.45	$21.12	$21.85

H-5	
H-6	Medium Equipment Operator
H-7	Heavy Equipment Operator
H-8	Grader Operator
H-9	
H-10	Working Foreman & Mechanic/Welder
H-11	Master Mechanic/Fleet Maintenance & General Foreman

LIBRARY SALARY SCHEDULE

APPENDIX A

FY'02 adjusted by 3%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP9	STEP 10	
L-1	$27,281.14	$28,099.58	$ 28,942.57	$29,810.84	$ 30,705.17	$31,626.32	$32,575.11	$33,552.37	$34,558.94	$35,595.71	ANNUAL
	$ 524.64	$ 540.38	$ 556.59	$ 573.29	$ 590.48	$ 608.20	$ 626.44	$ 645.24	$ 664.59	$ 684.53	WEEKLY
	$ 14.99	$ 15.44	$ 15.90	$ 16.38	$ 16.87	$ 17.38	$ 17.90	$ 18.44	$ 18.99	$ 19.56	HOURLY
L-2	$29,462.26	$30,346.13	$ 31,256.51	$32,194.21	$ 33,160.04	$34,154.84	$35,179.48	$36,234.87	$37,321.91	$38,441.57	ANNUAL
	$ 566.58	$ 583.58	$ 601.09	$ 619.12	$ 637.69	$ 656.82	$ 676.53	$ 696.82	$ 717.73	$ 739.26	WEEKLY
	$ 16.19	$ 16.67	$ 17.17	$ 17.69	$ 18.22	$ 18.77	$ 19.33	$ 19.91	$ 20.51	$ 21.12	HOURLY
L-3	$31,821.11	$32,775.74	$ 33,759.01	$34,771.79	$ 35,814.94	$36,889.39	$37,996.07	$39,135.95	$40,310.03	$41,519.33	ANNUAL
	$ 611.94	$ 630.30	$ 649.21	$ 668.69	$ 688.75	$ 709.41	$ 730.69	$ 752.61	$ 775.19	$ 798.45	WEEKLY
	$ 17.48	$ 18.01	$ 18.55	$ 19.11	$ 19.68	$ 20.27	$ 20.88	$ 21.50	$ 22.15	$ 22.81	HOURLY
L-4	$34,365.98	$35,396.96	$ 36,458.87	$37,552.63	$ 38,679.21	$39,839.59	$41,034.78	$42,265.82	$43,533.79	$44,839.81	ANNUAL
	$ 660.88	$ 680.71	$ 701.13	$ 722.17	$ 743.83	$ 766.15	$ 789.13	$ 812.80	$ 837.19	$ 862.30	WEEKLY
	$ 18.88	$ 19.45	$ 20.03	$ 20.63	$ 21.25	$ 21.89	$ 22.55	$ 23.22	$ 23.92	$ 24.64	HOURLY
L-5	$37,114.75	$38,228.20	$ 39,375.04	$40,556.29	$ 41,772.98	$43,026.17	$44,316.96	$45,646.47	$47,015.86	$48,426.34	ANNUAL
	$ 713.75	$ 735.16	$ 757.21	$ 779.93	$ 803.33	$ 827.43	$ 852.25	$ 877.82	$ 904.15	$ 931.28	WEEKLY
	$ 20.39	$ 21.00	$ 21.63	$ 22.28	$ 22.95	$ 23.64	$ 24.35	$ 25.08	$ 25.83	$ 26.61	HOURLY
L-6	$40,083.93	$41,286.45	$ 42,525.05	$43,800.80	$ 45,114.82	$46,468.27	$47,862.31	$49,298.18	$50,777.13	$52,300.44	ANNUAL
	$ 770.84	$ 793.97	$ 817.79	$ 842.32	$ 867.59	$ 893.62	$ 920.43	$ 948.04	$ 976.48	$ 1,005.78	WEEKLY
	$ 22.02	$ 22.68	$ 23.37	$ 24.07	$ 24.79	$ 25.53	$ 26.30	$ 27.09	$ 27.90	$ 28.74	HOURLY
L-7	$43,291.27	$44,590.00	$ 45,927.70	$47,305.54	$ 48,724.70	$50,186.44	$51,692.04	$53,242.80	$54,840.08	$56,485.28	ANNUAL
	$ 832.52	$ 857.50	$ 883.23	$ 909.72	$ 937.01	$ 965.12	$ 994.08	$ 1,023.90	$ 1,054.62	$ 1,086.26	WEEKLY
	$ 23.79	$ 24.50	$ 25.24	$ 25.99	$ 26.77	$ 27.57	$ 28.40	$ 29.25	$ 30.13	$ 31.04	HOURLY

APPENDIX A

FY'03 - adjusted by 3%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP9	STEP 10
L-1	$28,099.58	$28,942.57	$ 29,810.84	$30,705.17	$ 31,626.32	$32,575.11	$33,552.37	$34,558.94	$35,595.71	$36,663.58
	$ 540.38	$ 556.59	$ 573.29	$ 590.48	$ 608.20	$ 626.44	$ 645.24	$ 664.59	$ 684.53	$ 705.07
	$ 15.44	$ 15.90	$ 16.38	$ 16.87	$ 17.38	$ 17.90	$ 18.44	$ 18.99	$ 19.56	$ 20.14
L-2	$30,346.13	$31,256.51	$ 32,194.21	$33,160.04	$ 34,154.84	$35,179.48	$36,234.87	$37,321.91	$38,441.57	$39,594.82
	$ 583.58	$ 601.09	$ 619.12	$ 637.69	$ 656.82	$ 676.53	$ 696.82	$ 717.73	$ 739.26	$ 761.44
	$ 16.67	$ 17.17	$ 17.69	$ 18.22	$ 18.77	$ 19.33	$ 19.91	$ 20.51	$ 21.12	$ 21.76
L-3	$32,775.74	$33,759.01	$ 34,771.79	$35,814.94	$ 36,889.39	$37,996.07	$39,135.95	$40,310.03	$41,519.33	$42,764.91
	$ 630.30	$ 649.21	$ 668.69	$ 688.75	$ 709.41	$ 730.69	$ 752.61	$ 775.19	$ 798.45	$ 822.40
	$ 12.12	$ 12.48	$ 12.86	$ 13.25	$ 13.64	$ 14.05	$ 14.47	$ 14.91	$ 15.35	$ 15.82
L-4	$35,396.96	$36,458.87	$ 37,552.63	$38,679.21	$ 39,839.59	$41,034.78	$42,265.82	$43,533.79	$44,839.81	$46,185.00
	$ 680.71	$ 701.13	$ 722.17	$ 743.83	$ 766.15	$ 789.13	$ 812.80	$ 837.19	$ 862.30	$ 888.17
	$ 19.45	$ 20.03	$ 20.63	$ 21.25	$ 21.89	$ 22.55	$ 23.22	$ 23.92	$ 24.64	$ 25.38
L-5	$38,228.20	$39,375.04	$ 40,556.29	$41,772.98	$ 43,026.17	$44,316.96	$45,646.47	$47,015.86	$48,426.34	$49,879.13
	$ 735.16	$ 757.21	$ 779.93	$ 803.33	$ 827.43	$ 852.25	$ 877.82	$ 904.15	$ 931.28	$ 959.21
	$ 21.00	$ 21.63	$ 22.28	$ 22.95	$ 23.64	$ 24.35	$ 25.08	$ 25.83	$ 26.61	$ 27.41
L-6	$41,286.45	$42,525.05	$ 43,800.80	$45,114.82	$ 46,468.27	$47,862.31	$49,298.18	$50,777.13	$52,300.44	$53,869.46
	$ 793.97	$ 817.79	$ 842.32	$ 867.59	$ 893.62	$ 920.43	$ 948.04	$ 976.48	$ 1,005.78	$ 1,035.95
	$ 22.68	$ 23.37	$ 24.07	$ 24.79	$ 25.53	$ 26.30	$ 27.09	$ 27.90	$ 28.74	$ 29.60
L-7	$44,590.00	$45,927.70	$ 47,305.54	$48,724.70	$ 50,186.44	$51,692.04	$53,242.80	$54,840.08	$56,485.28	$58,179.84
	$ 857.50	$ 883.23	$ 909.72	$ 937.01	$ 965.12	$ 994.08	$ 1,023.90	$ 1,054.62	$ 1,086.26	$ 1,118.84
	$ 24.50	$ 25.24	$ 25.99	$ 26.77	$ 27.57	$ 28.40	$ 29.25	$ 30.13	$ 31.04	$ 31.97

LIBRARY SALARY SCHEDULE

APPENDIX A

FY'04 - adjusted by 4%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP9	STEP 10
L-1	$29,223.56	$30,100.27	$ 31,003.28	$31,933.38	$ 32,891.38	$33,878.12	$34,894.46	$35,941.30	$37,019.53	$38,130.12
	$ 561.99	$ 578.85	$ 596.22	$ 614.10	$ 632.53	$ 651.50	$ 671.05	$ 691.18	$ 711.91	$ 733.27
	$ 16.06	$ 16.54	$ 17.03	$ 17.55	$ 18.07	$ 18.61	$ 19.17	$ 19.75	$ 20.34	$ 20.95
L-2	$31,559.98	$32,506.78	$ 33,481.98	$34,486.44	$ 35,521.03	$36,586.66	$37,684.26	$38,814.79	$39,979.23	$41,178.61
	$ 606.92	$ 625.13	$ 643.88	$ 663.20	$ 683.10	$ 703.59	$ 724.70	$ 746.44	$ 768.83	$ 791.90
	$ 17.34	$ 17.86	$ 18.40	$ 18.95	$ 19.52	$ 20.10	$ 20.71	$ 21.33	$ 21.97	$ 22.63
L-3	$34,086.77	$35,109.38	$ 36,162.66	$37,247.54	$ 38,364.96	$39,515.91	$40,701.39	$41,922.43	$43,180.10	$44,475.51
	$ 655.51	$ 675.18	$ 695.44	$ 716.30	$ 737.79	$ 759.92	$ 782.72	$ 806.20	$ 830.39	$ 855.30
	$ 18.73	$ 19.29	$ 19.87	$ 20.47	$ 21.08	$ 21.71	$ 22.36	$ 23.03	$ 23.73	$ 24.44
L-4	$36,812.84	$37,917.22	$ 39,054.74	$40,226.38	$ 41,433.17	$42,676.17	$43,956.45	$45,275.14	$46,633.40	$48,032.40
	$ 707.94	$ 729.18	$ 751.05	$ 773.58	$ 796.79	$ 820.70	$ 845.32	$ 870.68	$ 896.80	$ 923.70
	$ 20.23	$ 20.83	$ 21.46	$ 22.10	$ 22.77	$ 23.45	$ 24.15	$ 24.88	$ 25.62	$ 26.39
L-5	$39,757.32	$40,950.04	$ 42,178.55	$43,443.90	$ 44,747.22	$46,089.64	$47,472.32	$48,896.49	$50,363.39	$51,874.29
	$ 764.56	$ 787.50	$ 811.13	$ 835.46	$ 860.52	$ 886.34	$ 912.93	$ 940.32	$ 968.53	$ 997.58
	$ 21.84	$ 22.50	$ 23.18	$ 23.87	$ 24.59	$ 25.32	$ 26.08	$ 26.87	$ 27.67	$ 28.50
L-6	$42,937.91	$44,226.05	$ 45,552.83	$46,919.41	$ 48,327.00	$49,776.81	$51,270.11	$52,808.21	$54,392.46	$56,024.23
	$ 825.73	$ 850.50	$ 876.02	$ 902.30	$ 929.37	$ 957.25	$ 985.96	$ 1,015.54	$ 1,046.01	$ 1,077.39
	$ 23.59	$ 24.30	$ 25.03	$ 25.78	$ 26.55	$ 27.35	$ 28.17	$ 29.02	$ 29.89	$ 30.78
L-7	$46,373.61	$47,764.81	$ 49,197.76	$50,673.69	$ 52,193.90	$53,759.72	$55,372.51	$57,033.68	$58,744.70	$60,507.04
	$ 891.80	$ 918.55	$ 946.11	$ 974.49	$ 1,003.73	$ 1,033.84	$ 1,064.86	$ 1,096.80	$ 1,129.71	$ 1,163.60
	$ 25.48	$ 26.24	$ 27.03	$ 27.84	$ 28.68	$ 29.54	$ 30.42	$ 31.34	$ 32.28	$ 33.25

L-1 Circulation Assistant; Children's Library Assistant
L-2 Library Associate, Periodicals
L-3 Assistant Children's Librarian; Bibliographic Services Librarian
L-4 Head of Circulation; Computer Specialist; Reference Librarian; Administrative Assistant
L-5 Children's Librarian
L-6
L-7 Assistant Director

LIBRARY CUSTODIAN

FY'02 3% adjustment

	Minimum	After 1 year	After 2 years	After 3 years	After 4 years	After 5 years
Annual	$26,136.74	$27,109.50	$28,077.69	$29,103.65	$30,175.21	$31,577.25

FY'03 3% adjustment

	Minimum	After 1 year	After 2 years	After 3 years	After 4 years	After 5 years
Annual	$26,920.84	$27,922.78	$28,920.03	$29,976.76	$31,080.47	$32,524.57

FY'04 4% adjustment

	Minimum	After 1 year	After 2 years	After 3 years	After 4 years	After 5 years
Annual	$27,997.68	$29,039.69	$30,076.83	$31,175.83	$32,323.68	$33,825.55

WATER - WAGE SCHEDULE

Effective 7/1/01 (3% adjustment)

	Minimum	Step 1	Step 2	Step 3
Watercraftsman I	32,266	33,636	34,806	36,105
Watercraftsman II	37,389	38,617	40,219	41,704
Working Foreman	41,093	43,049	44,877	46,703
Water Foreman	43,061	45,120	47,180	49,243

Effective 7/1/02 (3% adjustment)

	Minimum	Step 1	Step 2	Step 3
Watercraftsman I	33,234	34,645	35,850	37,188
Watercraftsman II	38,511	39,775	41,426	42,955
Working Foreman	42,326	44,340	46,223	48,104
Water Foreman	44,353	46,474	48,596	50,721

Effective 7/1/03 (4% adjustment)

	Minimum	Step 1	Step 2	Step 3
Watercraftsman I	$34,563	$36,031	$37,284	$38,675
Watercraftsman II	$40,051	$41,366	$43,083	$44,673
Working Foreman	$44,019	$46,114	$48,072	$50,029
Water Foreman	$46,127	$48,333	$50,539	$52,749

AFSCME **FY'01 + 5%**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
G10	55,097	56,447	57,830	59,247	60,698	62,185	63,709	65,270	66,869	68,507
G9	50,547	51,786	53,054	54,354	55,686	57,050	58,448	59,880	61,347	62,850
G8	46,374	47,510	48,674	49,866	51,088	52,340	53,622	54,936	56,282	57,661
G7	42,543	43,585	44,653	45,747	46,868	48,016	49,193	50,398	51,633	52,898
G6	38,918	39,871	40,848	41,849	42,874	43,925	45,001	46,103	47,233	48,390
G5	36,033	36,916	37,821	38,747	39,697	40,669	41,666	42,686	43,732	44,804
G4	33,365	34,183	35,020	35,878	36,757	37,658	38,580	39,526	40,494	41,486
G3	30,894	31,651	32,426	33,221	34,035	34,869	35,723	36,598	37,495	38,413
G2	28,605	29,305	30,023	30,759	31,513	32,285	33,076	33,886	34,716	35,567
G1	26,487	27,136	27,801	28,482	29,180	29,895	30,627	31,377	32,146	32,934

G10 - Director of Highway Operations
G 9 - Treasurer/Collector
G 9 - Director of Health
G 8 - Building Commissioner
G 8 - Town Surveyor
G 8 - Town Planner
G 8 - Director of Youth Services
G 8 - Data Processing Manager
G 7 - Conservation Administrator
G 7 - Assistant Assessor
G 7 - Council on Aging Director
G 7 - GIS Analyst
G 6 - Wastewater Facility Superintendent
G 6 - Solid Waste Facility Superintendent
G 5 - Assistant Youth Director
G 5 - Sanitarian/Health Agent
G 3 - Administrative Assessor
G 2 - Animal Control Officer

NAGE FY'01 - 5% adjustment

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
C-10	$22,918	$23,605	$24,313	$25,043	$25,794	$26,568	$27,365	$28,186	$29,031	$29,902
C-12	$24,751	$25,493	$26,258	$27,046	$27,857	$28,693	$29,554	$30,441	$31,354	$32,294
C-13	$25,749	$26,522	$27,317	$28,137	$28,981	$29,850	$30,746	$31,668	$32,618	$33,597
C-14	$26,786	$27,590	$28,417	$29,270	$30,148	$31,053	$31,984	$32,944	$33,932	$34,950
C-15	$27,820	$28,654	$29,514	$30,399	$31,311	$32,251	$33,218	$34,215	$35,241	$36,299

DISPATCH

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
FY'99 - 2%	23,690	24,638	25,623	26,649	27,713	28,822	30,263
FY'00 - 3%	24,401	25,377	26,392	27,448	28,544	29,687	31,171
FY'01 - 5%	25,621	26,646	27,711	28,821	29,972	31,171	32,729

FIRE

Effective July 1, 2000 - 5% adjustment

		Start	After 1 year	After 2 years	After 3 years
Deputy/EMT	F-6E				55,945
Deputy/Non-EMT	F-6				54,322
Captain/EMT	F-5E	45,783	47,310	48,906	50,561
Captain/Non-EMT	F-5	44,161	45,688	47,283	48,938
Elec./Mech. EMT	F-4E	44,218	45,608	47,122	48,694
Elec./Mech.Non-EMT	F-4	42,596	43,985	45,499	47,071
Lieutenant EMT	F-3E	41,951	43,223	44,795	46,302
Lieutenant/Non-EMT	F-3	40,328	41,601	43,173	44,680
Prevention Inspector/EMT	F-2E	40,688	42,009	44,149	44,804
Prevention Inspector/Non-EMT	F-2	39,065	40,387	42,527	43,182
Firefighter/EMT	F-1E	38,116	39,379	40,687	42,041
Firefighter/Non-EMT	F-1	36,493	37,756	39,064	40,418

ARTICLE 12: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

Proposed by: Board of Selectmen

To determine whether the Town will vote to:

(a) pay the following bills of Fiscal Year :

Vendor	Invoice Date	Fiscal Year	Amount	Board

(b) appropriate the sum of money for the payment of the foregoing bills of a prior fiscal year; and

(c) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: At the time this warrant was printed, there were no known unpaid bills.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Four-fifths – see Massachusetts General Laws Chapter 44, Section 64.

ARTICLE 13: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTION AMOUNTS

Proposed by: Board of Selectmen and Board of Assessors *Estimated Cost: $42,000*

To determine whether the Town will vote to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, and allow an additional exemption of up to one hundred percent for Fiscal Year 2003.

FINANCE COMMITTEE COMMENTS: This is an annual article that provides for tax exemptions to assist elderly and other fixed-income residents. With passage of this article at each Annual Town Meeting certain residents may avail themselves of abatements in the following categories: $350 for widow/widower; $875 for the blind; $1,000 for the elderly; and $500 for disabled veterans.

ARGUMENTS IN FAVOR: This article adds minimal tax burden to each taxpayer and provides needed support to elderly and certain residents coping with the increasing burden of paying property tax on fixed-incomes.

ARGUMENTS OPPOSED: This article adds an additional tax burden to each taxpayer to fund this program.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Section 4 of Chapter 73 of the Acts of 1986.

ARTICLE 14: REVOLVING FUND FOR COUNCIL ON AGING

Proposed by: Council on Aging

To determine whether the Town will vote to authorize the continuance of a revolving fund pursuant to Chapter 44, Section 53E ½ of the Massachusetts General Laws for the Council on Aging; and to determine: (1) the programs and purposes for which such revolving fund may be expended; (2) the departmental receipts which may be credited to such revolving fund; (3) the board or officer(s) authorized to expend monies from such fund; and (4) the total amount that may be expended from such fund in Fiscal Year 2003.

FINANCE COMMITTEE COMMENTS: In 1994, the Town established a revolving fund for the Council on Aging. This article authorizes continued use through the end of FY2003 of the fund that is funded by users' fees and permits the Council to provide services at no budgetary costs to the Town.

ARGUMENTS IN FAVOR: This article will permit an additional year of financial management of fees, obtained by the Council on Aging, which provide services to a valued segment of the Town's population.

ARGUMENT OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44, Section 53E ½.

ARTICLE 15: AMEND CURRENT BY-LAWS CHAPTER 12 TO ELIMINATE ROLE OF SECOND VICE-PRESIDENT ON COUNCIL ON AGING BOARD

Proposed by: Council on Aging

To determine whether the town will vote to amend Chapter 12, Section 12-3 of the Code of the Town of Wayland by deleting the title of Second Vice President from the list of Board officers.

FINANCE COMMITTEE COMMENTS: This article clarifies the current makeup of COA Board Officers as outlined in the COA Board Handbook.

ARGUMENTS IN FAVOR: This town by-law change will reflect the situation of the current COA board. The board has a membership of 9 members, and the Council does not see the need for a second Vice President.

ARGUMENTS OPPOSED: None.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing by-law amendment is consistent with Massachusetts and federal law (see Appendix C).

ARTICLE 16: ACCEPT LAW ALLOWING DEFERMENT OF BETTERMENT ASSESSMENTS

Proposed by: Board of Selectmen

To determine whether the Town will vote to accept the provisions of Massachusetts General Laws Chapter 80, Section 13B.

FINANCE COMMITTEE COMMENTS: Massachusetts General Laws (MGL) Chapter 80, Section 13B (see Appendix D) provides, in part, that for a town which accepts the provision of this section, boards that are responsible for the assessment of any betterments, e.g., road betterments (Road Commissioners) and sewer betterments (Wastewater Management District Commission), may allow eligible homeowners to enter into a deferral agreement in which the assessment is deferred, with interest, until the real estate to which the assessment relates, is sold. An eligible person is defined under clause Forty-First A of section 5 of Chapter 59 (MGL) generally as a person sixty-five years of age or older, meets certain income criteria and who has occupied the home as his or her domicile for five years. This provision is similar to the provision previously adopted by the Town that allows for the deferral of property taxes by certain eligible taxpayers.

ARGUMENTS IN FAVOR: The acceptance of this provision is consistent with past efforts to allow taxpayers who are sixty-five years of age or older, meet certain eligibility standards, and own a home in Wayland, the option of deferring certain taxes levied by the Town. It is hoped that by deferring betterment assessments, a senior will not be forced to sell his or her home to meet this financial obligation.

ARGUMENTS OPPOSED: The deferment of road or sewer betterments by a few senior taxpayers will delay the receipt of these levies.

RECOMMENDATION: Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 80, Section 13B (see Appendix D).

ARTICLE 17: SENIOR RESIDENTS PROPERTY TAX RELIEF PROGRAM

Proposed by: Board of Selectmen

To determine whether the Town will vote to modify its vote under Article 39 of the Warrant for the 2000 Annual Town Meeting by clarifying that the property tax rebates to be granted under the program funded by the Town pursuant to Chapter 161 of the Acts of 2000 shall match, rather than supplement, the state tax credits granted to qualifying senior citizens under Sections 80 and 81 of Chapter 127 of the Acts of 1999, the so-called Circuit Breaker tax credit law.

FINANCE COMMITTEE COMMENTS: The 2000 Annual Town Meeting approved the Senior Residents Property Tax Relief Program, which provides that senior citizens meeting certain financial and other guidelines are eligible for property tax abatements. The program as approved by the Town was intended to match the tax credits provided by Massachusetts legislation known as the "Circuit Breaker" legislation. The Board of Assessors believe that the wording of the original 2000 article was ambiguous relative to whether the 2000 article intended to "match" the state credits versus to "supplement" the state credits. The "Circuit Breaker" legislation caps the credits so that property tax, after applying credits, cannot be reduced to below 10% of income. The confusion of match vs. supplement that concerns the Assessors is that by using the "matching" interpretation property tax, after applying State credits and Town abatements, could be lower than 10% of income. The purpose of this article is to clarify the 2000 article with the wording that the Town's program is to match the State amounts.

ARGUMENTS IN FAVOR: This article is a housekeeping article to clarify the wording and the intent of the 2000 Town Meeting Article.

ARGUMENTS OPPOSED: The argument against is that there is a potential cost, which is estimated at approximately $10,000, using the "matching" calculation vs. the "supplement" calculation.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority.

ARTICLE 18: FUNDING FOR ASSESSMENT AND PRESERVATION OF THE TOWN'S HISTORIC GRAVESTONES

Sponsor: Wayland Historical Commission *Estimated Cost: $10,000*

To determine whether the Town will vote to appropriate a sum of money for the purpose of funding Phase I of the Wayland Historical Commission's restoration and preservation, namely, of the historic gravestones at the oldest sections of the three Town-owned cemeteries: North Cemetery, South Cemetery, and Lakeview Cemetery; and to determine whether such appropriation shall be provided by taxation, transfer from unappropriated funds, by transfer from funds already appropriated for another purpose, by grants received from the Commonwealth or Federal Government, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: The Article seeks $10,000 to assess the damage to the Town's oldest gravestones, some of which are 370 years old, and to provide guidance on how the repairs should be conducted. The ultimate restoration would be conducted with funds that might come from the Town (through a future Article), state matching fund grants, fundraising, or a combination of these sources. The cost of restoration has not been determined; the Historical Commission estimates that after deducting the state's portion, the Town may be asked for additional funds of approximately $5000-10,000 per year, to complete the 3-5 year restoration plan. The maximum projected cost would be about $100,000.

ARGUMENTS IN FAVOR: The Town's historic gravestones are a valuable resource. As time goes on, restoration will be more costly for some of the stones and others may deteriorate beyond repair. Since other funding sources are possible, a vote for the funds for assessment is not necessarily a prelude to further spending on this project.

ARGUMENTS OPPOSED: In tough budget times, there may be higher priorities. Considering the length of time the stones have survived, a few more years may not be important. The cost of ultimate restoration may turn out to be much more than predicted.

RECOMMENDATION: While this is a worthwhile project, in this particularly difficult year, the Finance Committee feels it should be deferred. The Finance Committee does not recommend approval. Vote: 0-7.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

ARTICLE 19: ADDITIONAL APPROPRIATION FOR TOWN CENTER PROJECT

Proposed by: Board of Selectmen *Estimated Cost: $25,000*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen for certain improvements to the Town's Center; and to determine whether such appropriation shall be provided by taxation, transfer from unappropriated funds, by transfer from funds already appropriated for another purpose, by grants received from the Commonwealth or Federal Government, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: The 2001 Town Meeting appropriated $235,000 to enhance the Town Center with improved sidewalks, crosswalks, and landscaping as part of an overall redesign and reconstruction of the Routes 20/126/27 intersection. These intersection enhancements will be installed by contractors selected by the Massachusetts Highway Department (MHD) in conjunction with the overall intersection project. The Town will be reimbursed $225,000 following the construction under a grant awarded by the Commonwealth of Massachusetts. At the request of the Board of Selectmen, the Board of Road Commissioners (BoRC) assumed responsibility for the intersection enhancement project from the Town Center Committee, and they are responsible for submitting a final design for the intersection enhancements to the MHD. The BoRC determined that the enhancement plans and specifications prepared for the Town Center Committee by its master planner did not have sufficient detail for the intersection enhancements to go out to bid, and did not comply with MHD specifications. Given that construction would have entailed greater risk than considered prudent, the Board of Selectmen decided to expend $25,000 from the $235,000 appropriation to engage the services of an engineering firm, pre-approved by DEP, to provide the required detail and to bring the final enhancement plans up to MHD standards. This article restores the $25,000 expended to develop the detailed plans and specifications for the intersection enhancement design, and permits the enhancement project to proceed with the same scope of work presented originally to Town Meeting. This article does not increase the scope of the enhancement to the Town Center.

ARGUMENTS IN FAVOR: The enhancement plan provides improvements to the sidewalks and crosswalks in and around the Routes 20/126/27 intersection, and also provides landscaping to maintain the aesthetic appearance of the Town Center following re-construction of that intersection. Landscaping, and possibly some sections of sidewalks, would have to be eliminated were the Town not to appropriate the $25,000 requested. The requirement for an engineering firm to bring the plan up to MHD was not foreseen at last year's Town Meeting.

ARGUMENTS OPPOSED: This is a time for fiscal restraint, and the Town Center enhancement project should operate within the original appropriation.

RECOMMENDATION: The Finance Committee recommends against this article. Vote: Unanimous. While this is a worthwhile project, in this particularly difficult financial year the Finance Committee feels it should be deferred.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

ARTICLE 20: DISAPPROVE BOARD OF SELECTMEN'S PLAN TO EVADE THE AQUIFER PROTECTION DISTRICT BYLAW

Proposed by: Petitioners

To determine whether the Town will vote to disapprove the Wayland Board of Selectmen's plan to exempt the new public safety building project from the Aquifer Protection District regulations. This exemption imperils an important groundwater supply, aquifer, and recharge area of the Town, thus threatening present and potential sources of drinking water.

FINANCE COMMITTEE COMMENTS: By action of the 2001 Town Meeting, the Aquifer Protection District (APD) was extended to cover an area including that on which the new public safety building is located. The issue arises because the building and the paved areas around it, which are in a residential zone, currently do not meet the provisions of Section 1604.2 of the APD pertaining to residential lots which limit the extent of impervious surface to 30% of the upland area of the lot whereas prior zoning rules had no such limitation. Although the building itself occupies less than 30% of this lot area, the access driveway, parking lot and sidewalks, if paved with asphalt or concrete, would increase the impervious surface area to over 30%. To conform to this provision of the APD these sections would have to be covered with a pervious (permeable) surface.

Prior to the 2001 Town Meeting the Board of Selectmen submitted a subdivision plan 'grandfathering' the project under the zoning existing at that time subject to certain approvals by the Planning Board. At the time of Warrant publication this plan is pending, waiting formal action by the Board.

More recently, the Board has developed a plan for merging a number of contiguous Town-owned lots into that on which the public safety building is being constructed so that the public safety building and access areas would then represent less than 30% of the new total area.

Inasmuch that it is the prerogative of the Board of Selectmen and not the Town Meeting to determine whether a subdivision plan should be filed, a vote on this article can have only an advisory effect and cannot compel the Selectmen to change their actions.

PETITIONERS' COMMENTS: In November 1999, Special Town Meeting rejected the Selectmen's attempt to raise the maximum permitted building height in order to legalize the new Public Safety Building's design after a suit had been filed challenging its unlawful height. Now the Selectmen are back with an illegal scheme to skirt the Aquifer Protection District Zoning By-Law, adopted by a vote of 114 to 1 at last year's annual town meeting.

This by-law was enacted to protect present and potential sources of drinking water. We should not allow the Selectmen to undermine the future well being of our Town. Furthermore, the proposed merger of parcels near the public safety building site illegally changes the purpose for which land is held by the Park and Recreation Commission. Such a change can only be accomplished by a two-thirds vote of town meeting and not merely by approval of the Planning Board. It is appropriate that town meeting voice its objection to having its powers usurped by the selectmen. Twenty years ago the selectmen lost a very similar case before the Supreme Judicial Court, at significant cost to the town.

ARGUMENTS IN FAVOR: The Selectmen should know that the voters feel the public safety building should not be exempt from the provisions of the Aquifer Protection District which are intended to preserve and guard our public water supply.

ARGUMENTS OPPOSED: The Board of Selectmen is acting legally and the construction of the public safety building should be allowed to proceed without further impediment.

RECOMMENDATION: The Finance Committee recommends against approval. Vote: unanimous.

QUANTUM OF VOTE: Majority.

ARTICLE 21: PLANNING FOR LIBRARY EXPANSION

Proposed by: Board of Library Trustees *Estimated Cost: $40,000*

To determine whether to town will vote to appropriate a sum of money to be expended by the Board of Library Trustees for architectural plans and related costs of planning and designing a proposed renovation and expansion of the main library building; and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or the Federal Government, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: In 1988, the library completed its only expansion and major renovation. The Board of Library Trustees commenced a new planning project in the spring of 2001, appointing a Library Planning Committee to report on the future library needs of the community. The Library Planning Committee has conducted a series of focus groups and surveys which have been distributed at the library, at the schools, at the Town Building, at the Senior Center and on the library web page. It is anticipated that the surveys will acknowledge a need for expansion of library facilities and programs. The Library Trustees wish to be prepared to fund a preliminary building and space needs study.

During the 14 years since expansion, many library services have moved from manual to automated, clearly impacting the way the physical library space is utilized. There is increasing demand for computer workstations to access the Internet and many databases available through the Minuteman Library Network and the Metrowest Region. There are

requests for quiet space for reading, research and the use of laptops. Multiple formats (DVD, video, audiotapes, CD's) require additional shelving. As the library has expanded its role as a community center, program offerings and attendance have grown, demonstrating a need for more meeting room and youth services space. A professional study can assist the Board of Library Trustees in determining the feasibility of expansion of the present building or other options.

ARGUMENTS IN FAVOR: The first library addition obtained a vote for planning money in 1983. The addition was completed in 1988. Given the long lead-time from planning to completion, the Board of Library Trustees is requesting planning money in FY2003. The first addition also benefited from over $300,000 in federal and state funding. The Board of Library Trustees is aware of grants that may be currently available. In order to be eligible for these competitive grants, there must be a serious local commitment, which a vote for planning funds would convey.

ARGUMENTS OPPOSED: The cost of the planning study might be considered excessive.

RECOMMENDATION: While this is a worthwhile project, in this particularly difficult financial year, the Finance Committee feels it should be deferred. The Finance Committee recommends against approval. Vote: 3-3-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

ARTICLE 22: ARCHITECTURAL DESIGN SERVICES FOR WAYLAND HIGH SCHOOL

Proposed by: School Committee *Estimated Cost: $50,000*

To determine whether the Town will vote to appropriate a sum of money to be expended by the School Committee for professional services to conduct and complete a feasibility study and independent review certification thereof relative to new construction, renovation and/or expansion of Wayland High School; and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or the Federal Government, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: Wayland High School was built in 1960 with additions in 1965 (Math-English building) and 1972 (Media Center), and renovations in 1972 (Commons and Arts Building) and 1990-1991 (new roofs, new heating and ventilation system, improved classroom designs, asbestos removal, substantial interior renovations). Thus, the school buildings range in age from 30 to 42 years, roughly in mid life, and have had significant renovations 12 years ago. Based on academic programming and scheduling, the high school's capacity is estimated at 900-1,000 students, but enrollment is projected to be

1,000-1,100 students in 3-5 years. The School Committee is seeking $50,000 to fund a feasibility study to examine options to address the anticipated overcrowding. In addition, the study will review the buildings' structural integrity and requirements for modernization and improved energy efficiency. The School Committee will use the study to determine what course of action should be taken to address the capacity needs, whether through renovations, additions, or new construction.

ARGUMENTS IN FAVOR: The feasibility study is the first step in determining how to address the capacity concerns and the future educational program needs. In 1999, the feasibility study for enlarging and renovating the Middle School cost $30,000; the high school is a more complicated set of buildings.

ARGUMENTS OPPOSED: In the early 1970s the High School housed over 1,100 students so it could be argued that the physical plant can support the anticipated enrollment without bearing the cost of the study and the expected future expenditures that would be required to renovate or add to the existing complex.

RECOMMENDATION: While this is a worthwhile project, in this particularly difficult financial year, the Finance Committee feels it should be deferred. As a result, the Finance Committee does not recommend approval. Vote: 3 in favor, 3 against, and 0 abstentions.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

ARTICLE 23: ADOPT BY-LAW RE: EMERGENCY MAINTENANCE OF PRIVATE ROADS

Proposed by: Board of Road Commissioners

To determine whether the Town will vote to amend Chapter 158 (Streets and Sidewalks) of the Code of the Town of Wayland by adding thereto the following new article and section:

ARTICLE V

Repairs to Private Ways

§ 158-13. Temporary Repairs to Private Ways.

The Board of Road Commissioners shall have the authority to make temporary repairs to private ways which are open to the public, provided that: (a) such repairs are limited to grading and pot hole filling work necessary to make such private ways safe and convenient for the passage of vehicles; (b) no drainage work shall be performed in connection with such repairs; (c) such repairs are determined by the Board of Road Commissioners to be a public necessity; (d) at least one landowner abutting the private roadway petitions the Board of Road

Commissioners for such repairs; (e) no betterment assessments shall be charged for such repairs; (f) the liability of the Town on account of damages caused by such repairs shall be limited to five thousand dollars ($5,000.00) per occurrence; (g) such private ways shall have been open to public use for at least fifteen (15) years before any such repairs may be made; and (h) no cash deposit shall be required for such repairs.

FINANCE COMMITTEE COMMENTS: Chapter 158 of the Code of the Town of Wayland authorizes the Highway Department to clear snow and ice from private roads to maintain access for emergency vehicles. This article would authorize the Highway Department to conduct other maintenance necessary to maintain safe access for emergency vehicles and the general public. This work typically would include the grading of unpaved roads and pothole repair.

ARGUMENTS IN FAVOR: The Town of Wayland has historically performed this type of minimal maintenance on specific private roads as needed in order to maintain safe access for emergency vehicles as well as the general public. However, the Town does not currently have the legal right to complete maintenance. This article would give the Highway Department the legal right to complete maintenance that they have been performing for approximately thirty years. Failure to adopt this article would leave the Highway Department unable to legally perform any emergency maintenance on these roads should the need arise. This article will not mandate general maintenance of these private right-of-ways. Only emergency maintenance, authorized on a case-by-case basis by the Board of Road Commissioners in order to maintain safe access for emergency vehicles and general public, should result from passage of this article.

ARGUMENTS OPPOSED: Maintenance of private roads is legally the responsibility of the residents on those roads.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 6N and Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing by-law amendment is consistent with federal and state law.

ARTICLE 24: PROMOTING SAFETY ON STREETS

Proposed by: Board of Road Commissioners

To determine whether the Town will vote to amend the Code of the Town of Wayland by adding a new Section 158-13 as follows:

§158-13 Private Snow and Leaf Removal and Contractor Registration

a) No one, other than the Town or those under contract to it, shall cause snow, ice, leaves or other material to be pushed, plowed, shoveled, blown, or otherwise placed on, along, or across any road or roadway, except for numbered state highways and private ways not open to public use which are not under the jurisdiction of the Board of Road Commissioners.

b) Private snow removal and lawn service contractors shall register with the Highway Department, or its successor agency, prior to engaging in such business in the Town.

FINANCE COMMITTEE COMMENTS: Landscape contractors have been pushing snow, ice, leaves and other materials onto the streets of Wayland. This practice interferes with the Town's snow removal operators and endangers public safety. This article would amend the Code of the Town of Wayland by adding a new section, which would require all private snow removal and lawn service contractors to register with the Highway Department. The new section of the Code would also define that only Town employees or those under contract to the Town shall have the authority to cause snow, ice and leaves to be placed in any public road.

ARGUMENTS IN FAVOR: The new provision will make it clear to residents and contractors that the materials contractors are working with must either be contained on their property or hauled away without impeding safe flow of traffic.

ARGUMENTS OPPOSED: Currently, the police have the authority to enforce the current bylaw. Having contractors register with the Highway Department adds another layer of bureaucracy to the Town. The Police Department should be the enforcers of the law, not the Highway Department. The cost of the required registration is assumed to be minimal. The cost may not be minimal.

RECOMMENDATION: The Finance Committee recommends against approval. Vote: Unanimous

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing by-law amendment is consistent with federal and state law.

ARTICLE 25: RELEASE BOGREN LANE FIRE LANE AND WATER LINE EASEMENTS IN EXCHANGE FOR SNOW STORAGE AND WATER LINE EASEMENTS

Proposed by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen, with the approval of Town Counsel as to form, to: (a) release, abandon and extinguish a certain water easement and fire lane easement located on Lot 6, Bogren Lane, Wayland, Massachusetts, shown as "10' Water Easement" and "Fire Lane", respectively, on a plan entitled

"Subdivision Plan of Land in Wayland, Mass.", dated May 26, 1977, prepared by Dale Engineering Company and recorded with the Middlesex South Registry of Deeds as Plan No. 883 of 1977, in exchange for a water easement in, on, under, across and through all or any part of the area of said Lot 6 comprising said fire lane easement and a snow storage easement on a portion of said Lot 6; (b) acquire by exchange, purchase, gift, eminent domain or otherwise a water easement in, on, under, across and through all or any part of the area of said Lot 6 comprising said fire lane easement and a snow storage easement on a portion of said Lot 6; and (c) execute and record all necessary and appropriate documents to effectuate the release, abandonment, extinguishment, exchange, purchase, donation, taking or other acquisition of the aforesaid easements, provided that the owner of said Lot 6 pays the Town's costs of said transactions.

FINANCE COMMITTEE COMMENTS: Water Superintendent Don Hollender has confirmed that there is a water line in the Fire Lane easement and not in the 10' water easement along the property line. The Board of Water Commissioners agree to the release of the latter easement in exchange for a water easement in the Fire Lane easement area. The Tsai's attorney, Thomas Grassia, has agreed that the best way to proceed is to come to agreement on the location of a snow storage easement and confirm the deal in writing. Neither he nor Town Counsel see the need for a formal P & S/Exchange agreement. He also confirmed that the Tsai's have agreed to pay the Town's legal fees and costs of this transaction, which are estimated to be $1,000 to $1,500.

ARGUMENTS IN FAVOR: This will clarify the easements at Bogren Lane, Lot 6 (see map at Appendix E).

ARGUMENTS OPPOSED: There are none.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: a) Two-thirds – see Massachusetts General Laws Chapter 40, Section 15.
b) Two-thirds - see Massachusetts General Laws Chapter 40, Section 14.
c) Majority. (See map at Appendix E).

ARTICLE 26: MAPPING OF STORMWATER DRAINAGE SYSTEM

Proposed by: Conservation Commission *Estimated Cost: $88,500*

To determine whether the town will vote to appropriate a sum of money to be expended by the Conservation Commission to obtain technical services to provide a data base of the stormwater system in the most recently defined urbanized areas of Wayland as mandated by the Environmental Protection Agency; and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or the Federal Government, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: The Town of Wayland is required by the EPA to prepare a Storm Water Management Program that is intended to control storm water discharging to streams, rivers, and wetlands in Wayland. The Town will be required to file an application for a permit by March 2003 and have a five-year plan for addressing issues related to water quality that is discharged from the drainage system. One component of the program is the detection and elimination of illicit discharges to the storm water system. The Town will be required to locate all drainage outfalls in the urbanized area of Wayland. There is not currently a set of data that shows the drainage system in its entirety. This money is being sought to generate, for the urbanized areas of the Town, such a database.

ARGUMENTS IN FAVOR: The availability of a drainage database will help to comply with some of the requirements of the Phase II Storm Water Rule. This data should also have a broader application for Town Departments evaluating development proposals that may impact the Town's drainage system. The drainage database will provide useful information in assessing any potential impact or contribution to the Town's storm water collection system.

ARGUMENTS OPPOSED: The cost of the data collection is based upon an estimate provided to the Town in April 2000. The cost may have risen. Implementation of the entire Storm Water Program, including the storm water mapping, is not until 2008. The Town may consider delaying the mapping requirement one year.

RECOMMENDATION: While this is a worthwhile project, in this particularly difficult financial year, the Finance Committee feels it should be deferred. The Finance Committee recommends against approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

ARTICLE 27: WETLANDS BY-LAW AND RELATED AMENDMENTS

Proposed by: Conservation Commission

To determine whether the Town will vote to amend the Code of the Town of Wayland by adopting a Wetlands and Water Resources Protection by-law as follows:

CHAPTER 194
PROPOSED WAYLAND WETLANDS AND
WATER RESOURCES PROTECTION BYLAW

s. 194-1.0 Purpose

The purpose of this Bylaw is to provide a greater degree of protection of wetlands, buffer zones, and related water resources, than the protection of these resource areas provided under Massachusetts General Laws Chapter 131, Section 40, and the Wetlands Regulations

promulgated thereunder by the Massachusetts Department of Environmental Protection. This greater degree of protection shall be by pre-construction review and control of activities deemed by the Conservation Commission likely to alter, degrade, or have an adverse cumulative effect upon wetland values and functions, including but not limited to the following: public or private water supply, groundwater, flood control, erosion and sedimentation control, storm damage prevention, water pollution prevention, storm water quality, water quality, fisheries, unusual plants, wildlife, wildlife habitat, passive recreation and aquaculture values (collectively, the "wetland values protected by this Bylaw").

s. 194-2 Definitions

The following definitions shall apply in the interpretation and implementation of this Bylaw:

194-2.1 "Applicant" means any person who files a Determination of Applicability (RDA) as to whether this Bylaw applies to any area or work thereon or any person who files a Notice of Intent (NOI) to do work within such area to build, remove, fill, dredge, discharge into, or alter a wetlands, buffer zone and/or related water resource.

194-2.2 "Person" shall include any individual, group of individuals, associations, partnerships, corporations, business organizations, trust, estate, Commonwealth of Massachusetts when subject to town Bylaws; any public or quasi-public corporation or body when subject to town Bylaws; any other legal entity, including the Town of Wayland or its legal representatives, agents or assigns.

194-2.3 "Alter" shall include, but is not limited to, one or more of the following actions upon areas described in this Bylaw:

194-2.3.1 The removal, excavation or dredging of soil, sand, gravel or aggregate material of any kind;

194-2.3.2 The changing of pre-existing drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns and flood storage retention areas;

194-2.3.3 The drainage or disturbance of the water level or water table, the dumping, discharging or filling with any material or drainage which could degrade the water quality;

194-2.3.4 The driving of piles, erection of buildings or structures of any kind;

194-2.3.5 The placing of obstructions, including docks and piers, whether or not they interfere with the flow of water;

194-2.3.6 The destruction of plant life, including the cutting of trees;

194-2.3.7 The changing of water temperature, biochemical oxygen demand and other natural characteristics of the receiving water;

194-2.3.8 Any activity, change or work which pollutes or degrades the quality of any stream, body of water, wetland, buffer zone, or water resource area whether located in or out of the Town of Wayland;

194-2.3.9 The flowage of water, piped or otherwise channalized, through irrigation or other unnatural means into or onto any wetlands, buffer zones, and related water resources.

194-2.4 "Banks" means land adjoining any body of water which serves to confine said water, the lower boundary being the mean annual low flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is higher.

194-2.5 "Buffer zone" unless otherwise specified herein means any land whichever is the greater distance of the following:

194-2.5.1 (a) 100 feet horizontally lateral from the edge of any bog, marsh, wet meadow, swamp, pond, vernal pool, bank, streambed, lake, stream or any other resource area specified in this Bylaw, or

194-2.5.2 (b) 100 feet horizontally lateral from the water elevation of the 100-year storm, or land subject to flooding or inundation.

194-2.6 "Bylaw" as used herein shall mean Chapter 194 of the Code of the Town of Wayland.

194-2.7 "Land subject to flooding or inundation", a protected water resource, except as noted in §194-2.13, means an area of depression in topography, isolated depression, low lying land, or closed basin which floods periodically and/or serves as a ponding area of ground or surface water. This area may also border a freshwater vegetated wetlands as a result of a hydrologic connection with a freshwater wetlands, marsh, bog, wet meadow, swamp, creek, river, stream, pond, or lake or other water body during any storm event up to and including the 100-year storm event.

Such area shall be 500 square feet or greater in surface area and may include vernal pools.

Land subject to flooding or inundation shall include the area shown on the Federal Emergency Management Agency Flood Profile, Town of Wayland 100 year flood elevation, as most recently amended.

This area may be characterized by evidence of standing or ponding water during any storm event (up to and including the 100 year storm event based upon a 24 hour 7 inch rainfall),

hydrophilic vegetation (wetland indicator plants), and/or hydric soils. The lateral extent of flooding may be determined by: the most recent Federal Management Flood Profile 100 year flood elevation for the Town of Wayland, the elevation that is reached by the amount of water from a 100 year storm event determined either by visual observation, or by calculation using the Soil Conservation Service hydrologic model TR-20 computer program (Computer Program for Project Formulation – Hydrology, Soil Conservation Service Technical Release 20, Washington, D.C., 1983) for a 24 hour, 7 inch rainfall event.

194-2.8 "Wetland" means wet meadows, marshes, swamps, bogs, and other areas where groundwater, flowing or standing surface water or ice provide a significant part of the supporting substrate for a hydrophilic plant community, or emergent and submergent plant communities in inland waters.

194-2.9 "Swamps" mean an area where groundwater is at or near the surface of the ground for not less than two consecutive weeks of the growing season or where runoff water from surface drainage frequently collects above the soil surface and where at least 50% of the vegetational community is made up of, but is not limited to nor necessarily includes all, of the following plants or groups of plants: alders, ashes, azaleas, black alder, black spruce, buttonbush, American or white elm, highbush blueberry, larch, cowslip, poison sumac, red maple, skunk cabbage, sphagnum mosses, spicebush, black gum tupelo, sweet pepperbush, white cedar or willow.

194-2.10 "Wet Meadow" means an area where groundwater is at or near the surface of the ground for not less than two consecutive weeks of the growing season or where runoff water from surface drainage frequently collects above the soil surface and where at least 50% of the vegetational community is composed of various grasses, sedges and rushes; made up of, but not limited to nor necessarily including all, of the following plants or groups of plants: blue flag, vervain, thoroughwort, dock, false loosestrife, hydrophilic grasses, loosestrife, marsh fern, sensitive fern or smartweed.

194-2.11 "Marsh" means an area where a vegetational community exists in standing or running water during the growing season and where at least 50% of the vegetational community is composed of, but not limited to nor necessarily including all, of the following plants or groups of plants: arums, bladderworts, bur-reeds, buttonbush, cattails, duckweeds, eelgrass, frog bits, horsetails, hydrophilic grasses, leatherleaf, pickerel weeds, pipeworts, pond weeds, rushes, sedges, smartweeds, sweet gale, water milfoil, water lilies, water starworts or water willow.

194-2.12 "Bog" means an area where standing or slowly running water is near or at the surface during a normal growing season and where a vegetational community has a significant portion of the ground or water surface covered with sphagnum moss and where the vegetational community is made up of a significant portion of one or more of, but not limited to nor necessarily including all, of the following plants or groups of plants: aster, azaleas, black spruce, larch, laurels, leatherleaf, orchids, pitcher plants, sedges, sundews, sweet gale, or white cedar.

194-2.13 "Stream" means a body of running water, and the land under the water, including brooks, creeks, and man-made water courses, which moves in a definite channel in the ground due to hydraulic gradient in a definable path. A portion of a stream may flow through a culvert, pipe, or beneath a bridge. A stream may be intermittent (i.e. does not flow throughout the year).

194-2.14 "Pond" means any open body of freshwater, either naturally occurring or man-made by impoundment, with a surface area observed or recorded within the last ten (10) years of at least ten thousand (10,000) square feet and which is never without standing water due to natural causes, except during periods of extended drought. For purposes of this definition, "extended drought" shall mean any period of four (4) or more months during which the average rainfall for each month is fifty percent (50%) or less of the ten-year average for that same month. Basins or lagoons, which are part of wastewater treatment plants, shall not be considered "ponds," nor shall swimming pools or other impervious man-made retention basins.

194-2.15 "Riverfront area" means that area of land situated between a perennial stream's mean annual high-water line and a parallel line located a maximum of 200 feet away, measured outward horizontally from the stream's mean annual high-water line. The Commission may, after a public hearing, designate a riverfront area of less than 200 feet for a densely developed area. This definition shall not create a buffer zone, so-called, beyond such riverfront area. The riverfront area shall not apply to any mosquito control work for the improvement of low lands and swamps and the eradication of mosquitoes under Massachusetts General Laws Chapter 252.

194-2.16 "Vernal pool" shall include, in addition to any vernal pool certified by the Massachusetts Division of Wildlife and Fisheries Natural Heritage and Endangered Species Program, any confined basin or depression not occurring in existing lawns, gardens, landscaped areas, or driveways, which normally holds water for a minimum of two continuous months during the spring and/or summer, contains at least 200 cubic feet of water at some time during most years, is free of adult predatory fish populations, and provides essential breeding and rearing habitat functions for amphibian, reptile, or other vernal pool community species.

194-2.17 The Conservation Commission may, in its rules and regulations, provide such other definitions or terms used in this Bylaw not inconsistent therewith, as it deems useful in order to carry out its obligations under this Bylaw.

s. 194-3 Procedure

No person shall remove, fill, dredge, build upon, discharge onto or otherwise or alter any bank, freshwater wetland, marsh, bog, wet meadow, swamp, vernal pool, creek, river, stream, pond or lake or any land under said waters, or any buffer zone, or any land subject to flooding or inundation, or riverfront area other than in the course of maintaining, repairing or replacing, but not substantially changing or enlarging, an existing and lawfully located structure or facility used in the service of the public and used to provide electric, gas, water,

telephone, telegraph and other telecommunication services without first filing either a Request for a Determination (RDA) of Applicability or a Notice of Intent (NOI) to so remove, fill, dredge, build upon, discharge, or otherwise alter, including such plans as may be necessary to fully describe such proposed activity and its effect on the environment and without receiving and complying with a permit issued by the Conservation Commission. Said applications shall be made in conjunction with any required filings under Massachusetts General Laws Chapter 131, Section 40. Said Request for Determination of Applicability or Notice of Intent shall be sent by certified mail or hand delivered to the Conservation Commission. Each such Notice or Determination shall be accompanied by a filing fee to be established by the Conservation Commission in accordance with a fee schedule adopted by the Conservation Commission pursuant to Massachusetts General Laws Chapter 40, Section 22F, payable to the Town of Wayland.

Copies of a Request for Determination of Applicability or a Notice of Intent shall be sent at the same time, by certified mail or by hand delivery, to the Board of Health. Such Determination of Applicability or Notice of Intent may be sent before any or all permits, variances and approvals required by the Zoning Bylaw or by the Subdivision Control Law and the Regulations of the Planning Board hereunder have been obtained; however the filing shall note if such permits, variance and approvals are required.

Upon receipt from any person of a Request for Determination of Applicability, the Conservation Commission shall within 30 days make a written determination as to whether this Bylaw is applicable to any land or work thereon. This determination shall be made after a public meeting to consider the request for a Determination of Applicability. Notice of the date, time, and place of said meeting shall be given by the Conservation Commission at the expense of the applicant, not less than seven (7) days prior to such hearing by publication in a newspaper of general circulation in Wayland, and by delivering or mailing a notice thereof to the applicant, Board of Health, the Town Surveyor, Road Commissioners, Surface Water Quality Committee, Building Commissioner, Planning Board, to abutters of the land (property owners within 100 feet of the activity/parcel, as determined by the most recent Assessors' records) on which the proposed activity is to take place and to such other persons as the Conservation Commission may determine. Where such person is other than the owner, notice of any such determination and notice of the Commission's decision, shall be sent to the owner, abutters, Building Commissioner, and to the person making such request.

s. 194-4 Public Hearing

The Conservation Commission shall hold a public hearing on the proposed activity within 30 days of the receipt of said Notice of Intent. Notice of the date, time, and place of said hearing shall be given by the Conservation Commission at the expense of the applicant, not less than seven (7) days prior to such hearing by publication in a newspaper of general circulation in Wayland, and by delivering or mailing a notice thereof to the applicant, Board of Health, the Town Surveyor, Road Commissioners, Building Commissioner, Surface Water Quality Committee, Planning Board, to abutters of the land (as determined by the most recent Assessors' records) on which the proposed activity is to take place and to such other persons as the Conservation Commission may determine. The Conservation Commission, the Town

Surveyor, the Planning Board, their agents, officers and employees may enter upon privately owned land without liability of any kind for the purpose of performing their duties under this section.

s. 194-4.1 If, after said hearing, the Conservation Commission determines that the wetland, related water resource area, vernal pool, pond, or buffer zone on which the proposed work is to be done is likely to be significant to the protection of the values and functions of the wetlands, related water resource area, and buffer zone by impacting the public or private water supply, groundwater, flood control, erosion and sedimentation control, storm damage prevention, water pollution prevention, storm water quality, water quality, fisheries, shellfish, unusual plants, wildlife, wildlife habitat, passive recreation and aquaculture values the Commission shall, by written order, within 21 days or such time as the Commission and the applicant agree on, impose such conditions as are reasonably necessary for the protection of the interests described herein, and all work shall be done in accordance therewith. Said order shall be known as a "wetlands and water resources permit" and may be issued in conjunction with an Order of Conditions issued pursuant to Massachusetts General Laws Chapter 131, Section 40. The conditions may include a condition that certain land or portions thereof not be built upon or altered, filled or dredged; that streams not be diverted, dammed or otherwise disturbed.

s. 194-4.2 If the Conservation Commission makes a decision that the proposed activity does not require the imposition of such conditions, the applicant and all others who have received notice of such hearing by mail shall be notified of such decision within 21 days after said hearing.

s. 194-4.3 The Conservation Commission shall not impose additional or more stringent conditions as a result of any hearing conducted by it pursuant to Massachusetts General Laws, Chapter 131, Section 40 than it has imposed pursuant to the provisions of this Bylaw nor shall it require from an applicant who filed a notice of intention pursuant to Massachusetts General Laws, Chapter 131, Section 40 additional materials or data than is required of him/her pursuant to the application filed under this Bylaw.

s. 194-4.4 Wetlands and water resources permits shall expire three (3) years from the date of issuance. An applicant may apply for an extension at least thirty (30) calendar days prior to the expiration of the permit or extension and the Commission may deny a request for an extension, may require a new notice of intent, may make a new determination of applicability grant extensions for up to three (3) years each. Notice of any decision or extensions of time granted an applicant shall be filed with the Town Clerk.

s. 194-5 Exemptions

This Bylaw shall not apply to any emergency project as defined in Massachusetts General Laws, Chapter 131, Section 40 provided that a plan is given to the Conservation Commission within 30 days of the abatement of the emergency and provided that the Conservation Commission may, after notice and public hearing, require restoration or mitigation measures including such structural changes as it deems feasible and necessary to protect the wetlands

values and functions of this Bylaw, or to any work performed for normal maintenance or improvement of land actively devoted to agricultural, horticultural, floricultural, silvaculture, or viticultural use at the time of application, provided however that further encroachment into an area subject to this Bylaw or an increase in impervious surface does not constitute normal maintenance.

s. 194-6 Responsibility

Any person who purchases, inherits or otherwise acquires real estate upon which work has been done in violation of the provisions of this Bylaw, or in violation of any Determination or permit issued under this Bylaw, shall forthwith comply with any such order or restore such land to its condition prior to any such violation; provided, however, that no action, civil or criminal, shall be brought against such person unless such action is commenced within three years following the recording or registration of the deed or vesting of title through death showing the date or the death by which such real estate was acquired by such person.

The Board of Selectmen may, upon request of the Conservation Commission, instruct the Town Counsel to take such legal action as may be necessary to restrain a violation of this Bylaw and enforce the orders of the Conservation Commission hereunder.

s. 194-7 Rules & Regulations

The Conservation Commission may, after a public hearing, notice of which shall be given to other Town Boards and by posting a legal advertisement in a newspaper with general circulation in the Town of Wayland at least seven (7) days prior to such public hearing, promulgate rules and regulations to effectuate the purposes of this Bylaw. However, failure by the Commission to promulgate such rules and regulations or a legal declaration of the invalidity of any such rules and regulations by a court of law shall not act to suspend or invalidate the effect of this Bylaw.

s. 194-8 Burden of Proof

The applicant shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the Notice of Intent will not cause harm to the functions and values sought to be protected by this Bylaw.

Failure to provide to the Conservation Commission adequate evidence to determine that the proposed work will not cause harm to the functions and values sought to be protected by this Bylaw shall be sufficient cause to deny such wetlands and water resources permit or to grant such a wetlands and water resources permit with such conditions as the Commission deems reasonably necessary or desirable to carry out the purposes of this Bylaw or to postpone or continue the hearing to another date certain to enable the applicant and others to present additional evidence.

s. 194-9 Security

The Conservation Commission may, as part of its wetlands and water resources permit, require, in addition to any security required by any other Town or state Board, Commission, agency or officer, that the performance and observance of the conditions imposed hereunder be secured by one, or in part by one and in part by the other, of the methods described in the following clauses (1) and (2):

(1) By a proper bond or a deposit of money or negotiable securities, sufficient in the opinion of the Conservation Commission to secure performance of the conditions and observance of the safeguards of such order of conditions.

(2) By a covenant, executed and duly recorded by the owner of record, running with the land, whereby the conditions and safeguards included in such order of conditions shall be performed before any lot may be conveyed, other than by mortgage deed.

s. 194-10 Penalties

Whoever violates any provision of this Bylaw may be assessed a civil fine of not more than $300. Each day or portion thereof of a continuing violation may constitute a separate offense. This Bylaw may be enforced by any Town police officer, other officer having police powers, or agents of the Conservation Commission.

s. 194-11 Appeals

A decision of the Conservation Commission relative to a wetlands and water resources permit shall be reviewable in the Superior Court in accordance with Massachusetts General Laws Chapter 249, Section 4.

s. 194-12 Relation to the Wetlands Protection Act

This Bylaw is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Statutes, independent of the Wetlands Protection Act, Massachusetts General Laws Chapter 131, Section 40, and Wetlands Regulations 310 CMR 10.00 promulgated hereunder by the Massachusetts Department of Environmental Protection.

s. 194-13 Effect of Partial Invalidity

A determination of the invalidity of any section or provision of this Bylaw by a court of competent jurisdiction shall not invalidate any other section or provision thereof, nor shall it invalidate any wetlands and water resources permit or conditions therein which has previously become final.

FINANCE COMMITTEE COMMENTS: This article would establish local control over the wetlands and the land bordering the wetlands (the buffer zone, generally that area within 100 ft. of the wetlands) to supplement the existing statewide Wetlands Protection Act. It is similar to by-laws existing in several Massachusetts towns. It extends more complete protection to smaller bodies of isolated land subject to flooding to wetlands not bordering a

body of water, and to vernal pools. It will allow the Wayland Conservation Commission greater authority in reviewing applications submitted to it, since the local by-law rather than the state will be applicable. It also, in conjunction with Article 7 of the Special Town Meeting, sets civil fines for violations.

ARGUMENTS IN FAVOR: The proposed by-law will enable the Town to control the usage of this resource area in a manner more precise and more sensitive to local conditions. It will afford better protection to neighbors in case of potential wetlands violations.

ARGUMENTS OPPOSED: More control over the buffer zone and other areas may inhibit usage by owners. Local control will make it more difficult to appeal local decisions since appeals must be to the courts and not the DER.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 4 in favor, 0 against, 2 abstain.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing by-law is consistent with Massachusetts and federal law.

ARTICLE 28: FUND A CONSULTANT TO MONITOR ENVIRONMENTAL REMEDIATION WORK TO BE DONE AT THE FORMER RAYTHEON SITE

Proposed by : Board of Selectmen and Conservation Commission *Estimated Cost: $25,000*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen for the professional services of a licensed site professional/ecological risk consultant to monitor and provide reports to various town boards and committees as to the status of the environmental clean-up work to be completed at and around the former Raytheon facility off Boston Post Road, Wayland, Massachusetts, and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or the Federal Government, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: Under Chapter 21E of the Massachusetts General Laws, the Massachusetts Department of Environmental Protection (DEP) has established a set of regulations known as the Massachusetts Contingency Plan or "MCP" for conducting cleanups of contaminated sites. The MCP requires property owners who are responsible for cleanups to hire a Licensed Site Professional (LSP) to manage and oversee the required assessment and cleanup work. An LSP is an experienced professional in hazardous waste site assessment, cleanup and removal, certified by an independent state board. By law, Raytheon has an LSP engaged in the removal and cleanup of hazardous waste at its former site. This article appropriates money for the Town to retain the services of its own LSP and a

wetlands consultant to monitor Raytheon's cleanup activities, including their compliance with the Wetlands Protection Act. While abutters are not required by law to hire an LSP, the DEP encourages them to do so, and provides limited financial assistance through its competitive Technical Assistance Grants program. The Town has been negotiating with Raytheon to secure funding for consulting services. Should this effort be successful by April 25, 2002, Selectmen will move to pass over this article at Town Meeting.

ARGUMENTS IN FAVOR: Wayland draws drinking water from the aquifer in the area affected by the hazardous waste site; the Baldwin well field drinking water wells lie about a half-mile from the site. The cleanup will also remove an acre of wetlands. The Town cannot assume that Raytheon's LSP alone will safeguard the Town's drinking water supplies nor ensure that the cleanup complies with the Wetlands Protection Act. Indeed, Raytheon's LSP concluded incorrectly in its initial report that drinking water supplies are not threatened by site activities by simply assuming that the Town does not draw water from this aquifer. As a Tier 1B site the DEP assigns no project manager to oversee the cleanup, trusting Raytheon's LSP to manage the effort, making it even more compelling for the Town to retain independent experts to protect its interests. Independent experts will help the Town ensure that the technical issues and cleanup remedies are thoroughly vetted, and will provide written technical assessments at the appropriate times in the state's Public Involvement Plan process.

ARGUMENTS OPPOSED: Raytheon's LSP is required by state law to provide competent, unbiased technical opinions, and redundant technical oversight is not needed.

RECOMMENDATION: The Finance Committee recommends in favor of this article.
Vote: Unanimous

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

ARTICLE 29: FUND ACQUISITION OF TAX TITLE LAND TO BE SOLD FOR CONSERVATION PURPOSES

Proposed by: Board of Selectmen *Estimated Cost: $75,000*

To determine whether the Town will vote to (a) appropriate a sum of money to be expended by the Board of Selectmen for the acquisition of the fee or any lesser interest in all or any part of the six parcels of land in Wayland described as follows:

OWNER OF RECORD	ASSESSORS' MAP/LOT #	REFUGE TRACT #	ACRES	LOCATIONS
Sherman	1/15A	288	9	Off Grove Street
Heirs of Jacob Farwell	6/6A	220	12	Off Hickory Hill Road

Unknown	22/9	245	15	On Boston Post Road
Felch, Whittemore, Damon	37/29A	270	25.5	Off Stonebridge Road
Fairbanks &/or Unknown	32/16	270	10	Off Stonebridge Road
Unknown	37/23B	273	4.26	Off Meadow View Road;

(b) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by grants received from the Commonwealth or the Federal Government, by borrowing, or otherwise; and (c) instruct the Board of Selectmen, with the approval of Town Counsel as to form, to transfer said parcels of land from the Board of Selectmen to the Board of Selectmen for the purposes of selling , conveying, or otherwise disposing of said parcels of land for conservation and open space preservation purposes, and (d) authorize the Board of Selectmen to sell, convey or otherwise dispose of to the United States Fish and Wildlife Services for conservation and open space preservation purposes the fee or any lesser interest in all or any part of said six parcels of land.

FINANCE COMMITTEE COMMENTS: This article authorizes the Board of Selectmen to acquire several parcels of land along or near the Sudbury River for subsequent transfer to conservation use. These parcels of land have no known heirs or parties that have a known interest in the land. These parcels of land are all considered wetlands, and have no known alternative uses. Were this article to pass, the Board of Selectmen would be able to enter into negotiations with the U.S. Fish and Wildlife Service for the sale of this land. The appraised value of the properties is $75,000. The estimated value of the sale to the Fish and Wildlife Service is $300,000. The Board of Health might have an interest in a small portion of the parcel on Boston Post Road, and that portion could be excluded from the sale.

ARGUMENTS IN FAVOR: The land in question has no known alternative uses. Their sale to the U.S. Fish and Wildlife Service would both provide for their protection within a comprehensive strategy for protecting the Sudbury River, and would provide revenue to the town.

ARGUMENTS OPPOSED: The parcels of land may have uses that have not been identified by the Board of Selectmen.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: (a) and (b) Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.
(c) Two-thirds – see Massachusetts General Laws Chapter 40, Section 15A
(d) Majority – see Massachusetts General Laws Chapter 40, Section 3. (See map at Appendix F)

ARTICLE 30: ZONING AMENDMENTS: SIGNS AND EXTERIOR LIGHTING BYLAW

Proposed by: Planning Board

To determine whether the town will vote to amend Chapter 198 of the Code of the Town of Wayland (Zoning) by making the following deletions (indicated in ~~strikethrough lettering~~) and insertions (indicated in underlined lettering):

ARTICLE 5

General Regulations

§ 198-501. Signs and exterior lighting.

501.1. Only those signs and exterior lighting as pertain to buildings, structures or uses permitted in this Zoning Bylaw and on the same premises are permitted. Yard requirements as otherwise specified in this Zoning Bylaw shall apply to signs and exterior lighting fixtures and structures, except freestanding lampposts at a residence in a residential district, which lampposts shall have a minimum front yard setback requirement of 15 feet, to be measured from the front property line. Signage in residential districts shall be limited to that which is permitted by other sections of this bylaw. ~~Signs~~ Signage in districts other than residential districts may not exceed 40 square feet of area in the aggregate and 15 feet in height, including supporting structures and light sources. Signs attached to buildings may not rise above the front roofline of the building to which it is attached. Signs must be fixed in position so as not to rotate or oscillate. Signage in excess of that which is permitted may be allowed with a special permit issued by the permit granting authority with appropriate jurisdictional responsibility for site plan approval. [Amended 4-29-1996 STM by Art. 1]

501.2. Exterior lighting and lighting of signs shall be continuous illumination, not flashing, blinking or varying in color. Exterior lighting fixtures shall be designed and placed so that the light source shall be completely shielded or diffused so as not to produce glare at any point along the exterior lines of ways adjacent to such premises or at premises in a residential district. Illumination of athletic fields, golf courses and tennis courts is permitted when a special permit is issued by the Zoning Board of Appeals under the provisions of § 198-203. The provisions of this article do not apply to the seasonal display of lights for the purpose of the celebration of holidays nor to signs and advertising devices that have been installed or erected pursuant to a special permit, which permit shall expire in seven days, granted by the Selectmen to a person or persons for any of the purposes set forth in MGL c. 180, §§ 2 and 4.

§ 198-502. ~~Real estate signs~~ Temporary signs. [Amended 5-14-1998 ATM by Art. 47]

502.1. Real estate signs are permitted in all districts as of right, but shall refer only to the premises or tract on which they are located and have an area not exceeding six square feet.

502.2. One contractors sign, not exceeding nine (9) square feet in area, maintained on the premises while a building is actually under construction or being renovated is permitted. No more than one contractors sign may be on the premises at any one time.

502.3. Non-residential Site Development and Subdivision signs are allowed in the form of one (1) wall mounted or free standing sign, erected at the development/subdivision entrance from a street. The sign shall not exceed fifteen (15) square feet, and may bear decorative or logo devices, but no commercial advertisement. For non-residential site development, the sign shall not be erected prior to the issuance of a building permit and shall be removed upon completion of construction or the issuance of a certificate of occupancy, which ever comes first. For subdivisions, the sign shall not be erected prior to the commencement of construction activities and shall be removed upon the issuance of the first certificate of occupancy or the issuance of certificates of occupancy for 25% of the development, which ever comes later. Signs shall be removed if construction activities have halted for a period of 6 months and may be reinstalled with approval of the Building Commissioner or designee. Signs required from federal, state, and/or local permitting authorities are excluded from the provisions of this section.

FINANCE COMMITTEE COMMENTS: This Article clarifies some ambiguous passages in the current sign bylaw. For example, it was previously unclear whether the square footage limits applied to one or both sides of a two-sided sign; the Article changes the wording to "40 square feet of area in the aggregate." It also clarifies that signs cannot be placed in residential districts if other sections of the bylaw prohibit them. The Article sets up a special process not allowed in the existing bylaw, so that a larger sign may be allowed with a special permit. Finally, the section of the bylaw that formerly applied to real estate signs has been expanded to cover other temporary signs including contractor signs, site development and subdivision signs, and it places limits on their use.

ARGUMENTS IN FAVOR: This Article clarifies some vague language in the current sign bylaw.

ARGUMENTS OPPOSED: Some applicants may have hoped for a more liberal interpretation of the previously ambiguous language.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Law Chapter 40A, Section 5.

CONSISTENCY WITH LAW: It is the opinion of the Town Counsel that the foregoing zoning by-law amendment is consistent with Massachusetts and federal law.

ARTICLE 31: ZONING AMENDMENT: CORRECTION TO TABLE OF DIMENSIONAL REQUIREMENTS

Proposed by: Planning Board

To determine whether the town will vote to amend Chapter 198 of the Code of the Town of Wayland (Zoning) by making the following deletions and additions:

ARTICLE 8
TABLE OF DIMENSIONAL REQUIREMENTS

Amend Table of Dimensional Requirements by making the following deletions and insertions to Footnote 8.

- Delete "§198-1104.2."
- Insert "§198-1104.1.2."

Amend Table of Dimensional Requirements by making the following deletions and insertions to Footnote 11.

- Delete "§198-1104.4.1."
- Insert "§198-1104.1.3.1."

Amend Table of Dimensional Requirements by making the following deletions and insertions to Footnote 8.

- Delete "§198-1104.4.2."
- Insert "§198-1104.1.3.2."

FINANCE COMMITTEE COMMENTS: This Article corrects several incorrect references in the Table of Dimensional Requirements (a section of the Zoning Bylaw) to other sections of the Zoning Bylaw.

ARGUMENTS IN FAVOR: The corrections remove errors in the Table.

ARGUMENTS OPPOSED: No opposing arguments have been heard.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Law Chapter 40A, Section 5.

CONSISTENCY WITH LAW: It is the opinion of the Town Counsel that the foregoing zoning by-law amendment is consistent with Massachusetts and federal law.

ARTICLE 32: AMEND ARTICLE 22: COCHITUATE PLANNING OVERLAY DISTRICT

Proposed by: Planning Board

To determine whether the Town will vote to amend Chapter 198 (Zoning) of the Code of the Town of Wayland by making the following deletions (indicated in ~~strikethrough lettering~~) and insertions (indicated in underlined lettering):

ARTICLE 22

Cochituate ~~Interim~~ Planning Overlay District.

§ 198-2201. Purpose.

2201.1. The purpose of the Cochituate ~~Interim~~ Planning Overlay District (C~~I~~POD) is to provide a ~~temporary~~ zoning and regulatory system for the development of land within the district ~~while the town engages in comprehensive planning studies~~. ~~Cochituate has been the subject of significant commercial and residential growth. Such growth may have an adverse impact on the natural environment, the town's infrastructure and service capacity, traffic, the local economy, neighborhood character and open space.~~ The C~~I~~POD provides a mechanism to allow for growth that promotes sound land use planning goals and objectives ~~during the course of the town's comprehensive planning studies~~.

§ 198-2202. Applicability.

2202.1. The C~~I~~POD shall be construed as an overlay district. All requirements of the underlying zoning districts shall remain in full force and effect, except where the requirements of the C~~I~~POD are more restrictive; in such cases, the requirements of the C~~I~~POD shall supersede the underlying zoning regulations.

§ 198-2203. Use restrictions.

2203.1. The following uses shall require a special permit from the Planning Board pursuant to § 198-203 herein and shall require site plan approval as set forth in Article 6 herein:

2203.1.1. The development of five or more dwelling units, whether attached or detached, in a single calendar year on a property, or set of contiguous properties, in common ownership or control on the effective date of this Article 22.

2203.1.2. The development of more than ~~2~~5,000 gross square feet of nonresidential space, regardless of the use.

2203.1.3. Alteration, expansion or change to any existing nonresidential building, structure or use that will result in the development of more than ~~2~~5,000 gross square feet of new space, regardless of the use.

~~2203.1.4. Any nonresidential development requiring the provision of five or more new parking spaces.~~

§ 198-2204. Exemptions.

2204.1. The following uses are specifically exempt from this Article 22:

2204.1.1. Uses exempted by MGL c. 40A, § 3.

2204.1.2. The construction of a single-family dwelling, or the enlargement, restoration or reconstruction of a single-family dwelling, in existence as of the effective date of this Article 22.

2204.1.3. Dwelling units for low- and/or moderate-income families or individuals as set forth in MGL c. 40B.

2204.1.4. Development projects that voluntarily agree to a minimum fifty-percent permanent reduction in density below the density permitted under zoning and feasible given the environmental conditions of the tract.

§ 198-2205. Special permit criteria.

2205.1. In addition to the standards and criteria set forth in § 198-203 herein, the Planning Board shall consider, in assessing an application for a special permit in the C~~I~~POD, the impact of the proposed development upon the following:

2205.1.1. Pedestrian and vehicular traffic.

2205.1.2. The natural environment, including noise, smoke, glare, vibration, water or air pollution, sedimentation and any other noxious or objectionable effects.

2205.1.3. Economic impact within and outside the C~~I~~POD.

2205.1.4. Municipal services, including water, sewer, drainage, schools, parks and transportation.

2205.1.5. Neighborhood character, including building design, architecture and visual aesthetics.

§ 198-2206. Decisions.

2206.1. The Planning Board may grant a special permit upon a determination, after consideration of all of the factors set forth in §§ 198-203 and 198-2205 herein, that the proposed development will not adversely impact the C~~I~~POD ~~during the term of this Article 22, as set forth below~~.

~~**§ 198-2207. Time limitation.**~~

~~2207.1. The provisions of this Article 22 shall expire on January 1, 2002.~~

§ 198-22087. Separability.

The provisions of this Article 22 are hereby declared separable, and if any provision shall be held invalid or unconstitutional, it shall not be construed to affect the validity or constitutionality of any of the remaining provisions of this Article 22.

FINANCE COMMITTEE COMMENTS: The 1997 Annual Town Meeting adopted the Cochituate Planning Overlay District, a temporary zoning district intended to reduce development pressures temporarily in the Cochituate Village area until the Planning Board could revise the zoning for that area. For most types of commercial and multifamily residential construction in the CIPOD, a Special Permit was required. After its expiration, the CIPOD was extended at the 2000 Annual Town Meeting.

This Article proposes the first stage of the permanent zoning for the Cochituate area. It calls for a special permit for certain types of development in the affected area. Before proposing more detailed changes at a future Town Meeting, the Planning Board will attempt to reconcile the concerns of the village's residents with those of the business owners regarding specific issues such as lot coverage and parking requirements. In the meantime, if this Article passes, development proposals in the designated area will be subject to careful Planning Board review through the Special Permit process.

ARGUMENTS IN FAVOR: This is the first stage of a set of zoning laws which residents asked the Planning Board to develop to protect Cochituate Village from unplanned development. The explosive growth in the adjacent commercial sections of Natick and Framingham has brought increased traffic and development pressure to the Cochituate Village area. Open and developed residential and commercial space are targets for expansion or teardown and replacement unless zoning protection is enhanced. Taken alone, the CPOD will subject development proposals to a careful review by the Planning Board. When augmented by the future zoning changes, it will help to meet the original CIPOD objective of protecting the town's natural environment, infrastructure, economy, neighborhood character, and open space.

ARGUMENTS OPPOSED: Wayland already has zoning bylaws to regulate commercial development. Some people find the special permit criteria overly subjective. This Article adds an extra burden to commercial property owners who will be forced to undergo another regulatory process. The development of permanent zoning should be delayed until the Master Plan is complete. There is only one undeveloped commercially-zoned parcel in the affected area. Cochituate and North Wayland should be treated in the same way. The special permit criteria may take away property rights that have been granted by law.

RECOMMENDATION: The Finance Committee does not recommend approval. Vote: 2-5.

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Law Chapter 40A, Section 5.

CONSISTENCY WITH LAW: It is the opinion of the Town Counsel that the foregoing zoning by-law amendment is consistent with Massachusetts and federal law. (See map at Appendix G.)

ARTICLE 33: ACCEPT MGL CHAPTER 41, SECTION 108P, COMPENSATING TREASURER

Proposed by: Board of Selectmen *Estimated Cost: $1,000*

To determine whether the Town will vote to accept the provisions of Massachusetts General Laws Chapter 41, Section 108P.

FINANCE COMMITTEE COMMENTS: In 1999 the Massachusetts Town Clerks Association and the Massachusetts Collectors and Treasurers Association worked to get legislative approval for awarding a small additional compensation to be paid to any Clerk, Collector or Treasurer who becomes certified through their state association. Wayland's Annual Town Meeting accepted this law for town clerks in 2001. At that time only the Town Clerk was certified. The Treasurer is now also certified. The treasurer certification program requires taking a variety of mandated educational courses through the state association. The treasurer must be re-certified every five years.

ARGUMENTS IN FAVOR: For the town to accept this MGL it also encourages officials to get certification and continue with the program of updating said certification, since the additional compensation would discontinue when the certification is discontinued or withdrawn. The fiscal impact would be small. The award would be equal to 10 percent of the regular annual compensation but not more than $1,000 per year. Ultimately, the town benefits by having individuals in positions that are current on laws and functions.

ARGUMENTS OPPOSED: Compensation might be considered excessive.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 108P (see Appendix H).

ARTICLE 34: RESCIND BALANCE FROM BORROWING

Proposed by: Board of Selectmen

To determine whether the Town will vote to rescind the $500 balance remaining from the borrowing authorized under Article 6 of the 2000 Annual Town Meeting Warrant for departmental equipment.

FINANCE COMMITTEE COMMENTS: This standard article reduces $500 of authorized but unissued debt.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous

QUANTUM OF VOTE: Majority

ARTICLE 35: SELL OR TRADE VEHICLES AND EQUIPMENT

Proposed by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen to sell or otherwise dispose of the following surplus vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment, or other personal property.

Department	Vehicle/Equipment	Year

FINANCE COMMITTEE COMMENTS: This standard article allows the Town to sell used vehicles or other personal property.

ARGUMENTS IN FAVOR: The selling of used property contributes to the Town's general fund.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority.

ARTICLE 36: ACCEPT GIFTS OF LAND

Proposed by: Board of Selectmen

To determine whether the Town will vote to accept real property or interests in real property which have been tendered to it as a gift, by devise, or otherwise.

FINANCE COMMITTEE COMMENTS: This standard article allows the Town to accept gifts of land.

ARGUMENTS IN FAVOR: Acquisition of land by the town gives the town more control over the use of such land.

ARGUMENTS AGAINST: Land given to the Town may result in a slight loss of taxable real estate.

RECOMMENDATION: The Finance Committee defers a recommendation until Annual Town Meeting. Vote: Unanimous.

QUANTUM OF VOTE: Majority.

ARTICLE 37: AUTHORIZE TREASURER TO BORROW

Proposed by: Board of Selectmen

To determine whether the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow monies from time to time in anticipation of the revenue of the fiscal year beginning July 1, 2002, in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 4 and Chapter 849 of the Acts of 1969, both as amended, and to issue a note or notes therefor, payable within one year, and to renew any note or notes that may be given for a period of less than one year in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 17, as amended.

FINANCE COMMITTEE COMMENTS: This standard article provides for short-term borrowing in case of need, pending collection of real estate taxes.

ARGUMENTS IN FAVOR: This article allows the Town flexibility in managing its finances.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: Unanimous.

QUANTUM OF VOTE: Majority – See Massachusetts General Laws, Chapter 44, Section 4.

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. *Town of Wayland*

★★★ WARRANT ★★★

for the

SPECIAL TOWN MEETING OF 2002

Town of Wayland in the County of Middlesex

To any of the Constables of the Town of Wayland, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland who shall be qualified to vote in accordance with the provisions of Massachusetts General Laws, Chapter 51, Section 1, to meet in the Wayland High School Field House on:

MONDAY, APRIL 29, 2002, 8:00 P.M.

Or as soon thereafter as the Article then under discussion in the Annual Meeting is disposed of, then and there to act on the following Articles.

ARTICLE 1: AUTHORIZE SELECTMEN TO CAUSE THE TOWN TO INDEMNIFY THE MBTA RELATIVE TO A SEWER EASEMENT

Proposed by: Wastewater Management District Committee

To determine whether the Town will vote to authorize the Board of Selectmen, with the approval of Town Counsel as to form, to indemnify on behalf of the Town the Massachusetts Bay Transportation Authority ("MBTA") in connection with the Town's exercise of its rights under a subsurface sewer easement granted by the MBTA to the Town on, in, under, across and through all or any part of the parcel of land located on and lying between Boston Post Road (Route 20) and Route 27 (Old Sudbury Road), Wayland, Massachusetts, shown as "LAND OF MASSACHUSETTS BAY TRANSPORTATION AUTHORITY", containing 170,000 square feet of land, more or less, on a plan entitled "Compiled Plan of Land in Wayland, Mass. Owner: Massachusetts Bay Transportation Authority", Scale 1" = 60', dated May 26, 1998, by Colonial Surveying Co., a copy of which plan is on file in the office of the Town Clerk.

FINANCE COMMITTEE COMMENTS: The Finance Committee has not had an opportunity to research, discuss and vote the special town meeting articles. We will therefore defer commentary and recommendation until the Special Town Meeting.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 4 (see map at Appendix I).

ARTICLE 2: TRANSFER AND LEASE LAND TO WIRELESS COMMUNICATIONS COMPANIES

Proposed by: Board of Selectmen

To determine whether the Town will vote to:

a) Instruct the Board of Health, the Board of Road Commissioners, or the Board of Selectmen, as the case may be, with the approval of Town Counsel as to form, to transfer the care, custody, management, and control of all or a part of the parcels of land owned by the Town known as the "old landfill site" as shown in the Atlas of the Town of Wayland, Massachusetts, 1999, on Plates 22 and 23, Parcels 22-001 and 22-002, and known as the "new landfill site" as shown in the Atlas of the Town of Wayland, Massachusetts, 1996, on Plates 17, 21 and 22 inclusive, that portion of parcel 17-018 that is south of the line that is the continuation of the northwestern property line of parcel 22-004, Parcels 21-010A, 22-003, 22-004, 22-006 and 22-007 as shown on the plan entitled "Town of Wayland Zoning Overlay Districts," Survey Department, 41 Cochituate Road, Wayland, Massachusetts, 01778, dated December 11, 2000, a copy of which plan is on file in the office of the Town Clerk, to the Board of Selectmen for the purpose of leasing, as lessor, all or any portion of said parcels of land for wireless communications purposes; and

b) Authorize the Board of Selectmen, with the approval of Town Counsel as to form, to lease, as lessor, all or any portion of said parcels of land for a term(s) of up to twenty (20) years for wireless communications purposes.

FINANCE COMMITTEE COMMENTS: The Finance Committee has not had an opportunity to research, discuss and vote the special town meeting articles. We will therefore defer commentary and recommendation until the Special Town Meeting.

QUANTUM OF VOTE: (a) Two-thirds – see Massachusetts General Laws Chapter 40, Section 15A
(b) Majority – see Massachusetts General Laws Chapter 40, Section 3. and Chapter 30B, Section 12(b). (See map at Appendix J)

ARTICLE 3: AMEND ARTICLE 16: AQUIFER PROTECTION DISTRICT: DEFINITION, DENSITY RESTRICTIONS, PROHIBITED USES

Proposed by: Planning Board

To determine whether the Town will vote to amend Chapter 198, Article 16 entitled Aquifer Protection District as follows: 1) to amend § 198-1602.1 of the Code of the Town of Wayland by adding the following definition to the words and phrases defined in the Aquifer Protection District provisions of the Town's Zoning By-laws inserting between the definitions of "RECHARGE AREAS" and "SANITARY WASTE" the following definition of term for "RESIDENTIAL LOT"; 2) to amend §198-1603.2 the Zoning By-law of the Town of Wayland by making the deletions (indicated in ~~strikethrough lettering~~) and insertions (indicated in <u>underlined lettering</u>) as indicated below; and 3) to amend §198-1604 by deleting the existing text and replacing it with the text indicated below.

Article 16: Aquifer Protection District

1) §198-1602.1

"<u>RESIDENTIAL LOT – a parcel of land or lot which is located in a residential zoning district.</u>"

2) §198-1603.2. Prohibited uses.

xii. earth removal consisting of the removal of soil, loam, sand, gravel, or any other earth material (including mining activities) to within 4 feet of historical high groundwater as determined from monitoring wells and historic water table fluctuation data complied by the US Geological Survey, except for excavations for building foundations, roads, <u>drainage structures</u>, or utility works.

~~(1)~~ <u>xiv.</u> Any other use that includes, as a principal component, the manufacture, use, transportation, or disposal of toxic or hazardous materials.

~~(2)~~ xv. Any floor drainage system in existing facilities, in industrial or commercial process areas or hazardous material and/or hazardous waste storage area, which discharge to the ground without a DEP permit or authorization. Any existing facility with such a drainage system shall be required to either seal the floor drain (in accordance with the state plumbing code, 248 CMR 2.00) or connect the drain to a holding tank meeting the requirements of all appropriate DEP regulations and policies.

3) §198-1604. Density restrictions applying to the Aquifer Protection District.

1604.1. For residential developments that do not require a special permit and in which the disposal of wastewater is by means of septic tank sewage systems, the density of dwelling units shall not exceed 1 1/2 units per upland acre of the parcel of land being developed, except that this requirement shall not prevent the use, for at least one dwelling unit, of any parcel of land shown on a plan or described in a deed recorded prior to April 19, 1989, which parcel on that date conformed, or was considered to conform, to the area and frontage requirements of this Zoning By-Law.

1604.2. Any use that will render impervious more than 20% of the lot or 2,500 square feet, whichever is greater shall require Site Plan Approval under this section. A system for ground water recharge for runoff from the impervious surface that does not degrade groundwater quality shall be provided. Under no circumstances shall the impervious surface of a residential lot exceed 30% of the upland area of the lot.

For developments of five or more residential lots and for all non-residential uses, Storm water Management Standards and best management practices (BMP) shall apply. BMPs should be designed to treat 1.0 inch of runoff times the total impervious surface of the post development site and remove 80% of total suspended solids where possible.

For non-residential uses, recharge may be by ground water infiltration basins or similar systems covered with natural vegetation and dry wells shall be used only where other methods are infeasible. Oil, grease and sediment traps to facilitate removal of contamination shall precede all such basins and wells. The owner shall permanently maintain any and all recharge area in full working order.

1604.3. Any change or alteration to an existing non-residential lot(s) as of the adoption of this Section that increases in area or is equivalent to the existing area or that proposes to lessen the amount of impervious surface; but does not meet the thresholds of 1604.2; the change shall require a system for ground water recharge for runoff that does not degrade groundwater quality.

Recharge shall be by ground water infiltration basins or similar systems covered with natural vegetation, and dry wells shall be used only where other methods are infeasible. All such basins and wells shall be preceded by oil, grease, and sediment traps to facilitate removal of contamination. The owner shall permanently maintain any and all pretreatment devises and the recharge areas in full working order.

1604.4. For any change or alteration to existing lot(s) as of the date of the adoption of this section that proposes to lessen the amount of impervious surface of existing conditions and meets the thresholds of 1604.2; the change in impervious surface shall be permitted as of right.

FINANCE COMMITTEE COMMENTS: The Finance Committee has not had an opportunity to research, discuss and vote the special town meeting articles. We will therefore defer commentary and recommendation until the Special Town Meeting.

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Laws Chapter 40A, Section 5.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing zoning by-law amendment is consistent with Massachusetts and federal law (see Appendix K).

ARTICLE 4: AMEND GENERAL BYLAWS RE: NONCRIMINAL ENFORCEMENT (BODY ART ESTABLISHMENTS AND PRACTITIONERS RULES AND REGULATIONS)

Proposed by: Board of Health

To determine whether the Town will vote to amend Chapter 1, Article II, § 1-2 of the Code of the Town of Wayland by adding thereto the following new paragraph:

G. Rules and Regulations of the Board of Health for Body Art Establishments and Practitioners.

(1) Failure to comply with the regulations by practitioner and/or owner of establishment:
$150 per violation per day

(2) Practitioner practicing without a license:
$1,000 per day

(3) Enforcing person: Board of Health, its staff or other officials designated by the Board of Health as its agent(s).

FINANCE COMMITTEE COMMENTS: The Finance Committee has not had an opportunity to research, discuss and vote the special town meeting articles. We will therefore defer commentary and recommendation until the Special Town Meeting.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing by-law amendment is consistent with federal and state law. (See Appendix K.)

ARTICLE 5: AMEND TOWN OF WAYLAND OVERLAY DISTRICT MAP

Proposed by: Planning Board

To determine whether the whether the town will vote to adopt the revised Town of Wayland Zoning Overlay District Map dated December 11, 2001, and to amend Chapter 198 of the Zoning Code of the Town of Wayland by making the following deletions (indicated in ~~strikethrough lettering~~) and insertions (indicated in underlined lettering) indicted in the following paragraph.

ARTICLE 3

§198-302 Overlay districts. [Amended 30-20-1974 ATM by Art. 44; 4-30-1975 ATM by Art. 28]

302.1.4. A Southeast Wayland-Cochituate Planning district that includes all land to be placed in said district by a two-thirds vote of Town Meeting, but including only such land with an area not less than 25 acres, a substantial portion of which (herein defined as more than 30%) is wet areas, as defined in §198-1402 herein, and that is located in the area shown as Residence Zone 30,000 square feet-150 feet Front bordering on the Wayland-Natick town lines on the map entitled "Town of Wayland Zoning Overlay Districts", Survey Department, 41 Cochituate Road, Wayland, MA 01778, dated ~~December 11, 2000~~ January 29, 2002. **[Amended 6-16-1987 STM by Art. 3; 4-30-2001 ATM by Art.23]**

302.1.5. An Aquifer Protection District that is shown on a map on file with the Town Clerk entitled "Town of Wayland Zoning Overlay Districts", Survey Department, 41 Cochituate Road, Wayland, MA 01778, dated ~~December 11, 2000~~ January 29, 2002. The district comprises areas in the Town of Wayland where liquids or water-soluble materials placed on or below the surface of the land will migrate to the Town's municipal wells if pumping is sufficiently heavy and prolonged. For data, standards and procedures by which the boundary of the district was established and for other details, see a report on file with the Town Clerk entitled "Aquifer Mapping Project, Town of Wayland," January 1988, by IEP, Inc., Consulting Environmental Scientists of Northborough, Massachusetts. **[Added 5-1-1989 STM by Art. 7; amended 4-30-2001 ATM by Art.23]**

302.1.6. A Senior and Family Housing Overlay District which includes all of the following land: Parcels F and G as shown on a plan entitled "Town of Wayland Zoning Overlay Districts" Survey Department, 41 Cochituate Road, Wayland, MA 01778, dated ~~December 11, 2000~~ January 29, 2002 and is available at the office of the Town Clerk for public inspection. **[Added 4-28-1997 STM by Art. 5; amended 4-30-2001 ATM by Art.23]**

302.1.7. A Cochituate ~~Interim~~ Planning Overlay District which includes all of the land located to the south of a line defined as follows: the southerly boundary of the commonwealth of Massachusetts Pressure Aqueduct, as shown in the Atlas of the Town of Wayland, Massachusetts, 1999, on Plates 48 and 49, from its easternmost end traversing said boundary westerly to its intersection with the Aquifer Protection District boundary, as shown on the

map referenced in §198-302.1.5 herein, southerly and westerly to where it intersects with the center line of the right-of-way of Old Connecticut Path, thence southeasterly along said line to the Wayland town line. Said Plates 48 and 49 of the Atlas of the Town of Wayland, Massachusetts, 1999, are hereby made part of the map entitled "Town of Wayland Zoning Overlay Districts" Survey Department, 41 Cochituate Road, Wayland, MA 01778, dated ~~December 11, 2000~~ January 29, 2002 and is available at the office of the Town Clerk for public inspection. **[Added 4-30-1997 STM by Art. 7; amended 5-8-2000 ATM by Art. 47; 4-30-2001 ATM by Art.23]**

302.1.8. A Wireless Communications Services District that includes the land owned by the Town of Wayland known as the "old landfill site" as shown in the Atlas of the Town of Wayland, Massachusetts, 1999, on Plates 22 and 23, Parcels 22-001 and 22-002, and known as the "new landfill site" as shown in the Atlas of the Town of Wayland, Massachusetts, 1996, on Plates 17, 21, and 22 inclusive, that portion of parcel 17-018 that is south of the line that is a continuation of the northwestern property line of parcel 22-004, Parcels 21-010A, 22-003, 22-004, 22-006 and 22-007; and the land comprising the portion of the so-called Massachusetts Bay Transportation Authority (MBTA), "right-of-way" from its boundary with the southerly sideline of Boston Post Road (Route 20) westerly to its westernmost boundary with the Town of Sudbury as shown in the Atlas of the Town of Wayland, Massachusetts, 1999, on Plates 22, 26 and 27, inclusive, and as shown on the plan entitled "Town of Wayland Zoning Overlay Districts", Survey Department, 41 Cochituate Road, Wayland, MA 01778, dated ~~December 11, 2000~~ January 29, 2002, a copy of which is on file in the office of the Town Clerk. **[Added 11-17-1999 STM by Art. 3; amended 4-30-2001 ATM by Art.23]**

FINANCE COMMITTEE COMMENTS: The Finance Committee has not had an opportunity to research, discuss and vote the special town meeting articles. We will therefore defer commentary and recommendation until the Special Town Meeting.

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Law Chapter 40A, Section 5.

CONSISTENCY WITH LAW: It is the opinion of the Town Counsel that the foregoing zoning by-law amendment is consistent with Massachusetts and federal law.

ARTICLE 6: AMEND EARTH MOVEMENT PROVISIONS OF ZONING BYLAW

Proposed by: Planning Board

To determine whether the town will vote to amend Chapter 198 (Zoning) of the Code of the Town of Wayland by striking from said Code Article 5, §198-504. through §198-504.4. in its entirety and replacing it with the following new Article 5, §198-504 as follows:

§ 198-504. Earth Movement

504.1. Statutory Authority, Purpose; Definitions

504.1.1 The purpose of this section is to prevent uncontrolled and unregulated site work, filling, regrading, excavation and removal of earth and soils.

504.1.2 "Move or Movement" shall mean to dig, excavate, remove, deposit, fill, grade, replace, level, or otherwise alter or change the location or contour of land.

504.1.3 For purposes of this chapter, "earth" shall include soil, loam, sand, gravel, clay, rock or other natural minerals and peat.

504.1.4 "Regrading" shall mean any change or alteration in the grade of the property.

504.1.5 For the purpose of this section, "Building Commissioner" shall mean the Building Commissioner or his/her designee.

504.1.6 SPGA – The Special Permit Granting Authority under this section.

504.2. Permit Required.

504.2.1. No earth shall be moved on any parcel of land in any district in the town without a written permit from the Building Commissioner or from the SPGA as hereinafter provided except for the following:

504.2.1.1. When incidental to landscaping or similar activities for which a building permit is not required, not to exceed 50 cubic yards.

504.2.1.2. Where necessary as a part of farm, garden or nursery activities.

504.2.1.3. When such earth is not necessary in connection with the construction of a structure being built in accordance with a permit issued by the Building Commissioner, the amount to be removed to be limited to the volume of the foundation and basement of the structure, and including excavation activities for accessory structures, swimming pools, tennis courts, patios, septic systems, driveways, and walkways.

504.2.1.4. When earth is moved according to specifications in the construction of a private road or drive as approved by the Planning Board under the subdivision control law.

504.2.2. For movement of earth comprising in excess of the above exceptions, movement of earth shall not be permitted with out a permit issued by the Building Commissioner.
504.2.3. The movement of earth in excess of one hundred fifty (150) cubic yards of earth or changes in the contours of the site by more than two (2) vertical feet shall require approval of the SPGA after a public hearing with notice given in accordance with the provisions of Chapter 40A of the Massachusetts General Laws.

504.3. SPGA Administration

504.3.1. In the following cases the Planning Board shall administer the SPGA:
504.3.1. When the Zoning Bylaw does not also require a special permit, permit and or variance;
504.3.2. When the Zoning Bylaw also requires a special permit from the Planning Board;
504.3.3. When an application is filed as part of a filing of a subdivision application under the Town of Wayland Subdivision Regulations; or
504.3.4. When the bylaw designates the Planning Board as the Site Plan Approval authority.

504.3.2. The ZBA shall administer this section when this zoning bylaw also requires a special permit, permit, and/or variance from the ZBA.

504.4. Application: No permit for the removal of earth shall be approved until a complete application has been submitted. The formal application shall be filed with the Building Commissioner or SPGA, in accordance with the jurisdiction established in section 504.3. Said application shall include the following specific information and supporting documentation

504.4.1. The location of the proposed excavation.
504.4.2. The legal name and address of the owner of the property involved.
504.4.3. The legal name and address of the petitioner, which address shall be used by the SPGA for all correspondence hereunder.
504.4.4. Name and address of all abutting property owners, in accordance with Chapter 40A.
504.4.5. A plan of the site prepared by a registered land surveyor or registered professional engineer showing the present contour lines and the proposed contour lines resulting from the movement of earth. All elevations shall reference National Geodetic Vertical Datum of 1929 or North American Vertical Datum of 1988 and property line shall reference North American Datum of 1983.
504.4.6. The grades resulting from the intended movement of earth in relation to the topography of the site and abutting properties.
504.4.7. In addition to the above mentioned application requirements; the SPGA application must also include the following:
504.4.7.1. A plan of the land involved, showing topography by two-foot contours of the area of activity and up to at least one hundred (100) feet beyond the perimeter of the area involved and along all property lines. At least three (3) permanent bench

marks with elevations marked thereon must be set so that if one is disturbed, those not disturbed can be recognized.

504.4.7.2. A plan of the land showing two-foot contours of the site as of the proposed completion of the excavation project.

504.4.7.3. The plan must show no excavations, fills or side casts to be made any closer than five-feet from abutter's property lines.

504.4.7.4. The plan must show side slopes in pit no steeper than a three (3) (horizontal) to one (1) (vertical) ratio.

504.4.7.5. The plan must show that the final elevation of the floor of the pit does not exceed a three percent (3%) grade from nearest public way or ways.

504.4.7.6. The Plan must include a condition that a cover of topsoil of not less than four (4) inches in depth shall be replaced or allowed to remain or except where, due to construction of roads, buildings or other permanent physical features, such provision is impractical.

504.4.7.7. A description of the method of disposition of all excavated or surplus materials.

504.4.8. Such other pertinent data as the Building Commissioner or SPGA may deem necessary.

504.5. Criteria for issuance of permit/ special permit.

504.5.1. Issuance of Permit by Building Commissioner

504.5.1.1. In considering the permit application, the Building Commissioner shall take into consideration the following factors:

504.5.1.1.1. Soil erosion by water and wind

504.5.1.1.2. Drainage

504.5.1.1.3. Soil fertility

504.5.1.1.4. Lateral support of slopes and grades of abutting streets and land.

504.5.1.1.6. The extent to which land can be graded so as to conform to the contour lines and grades setout in the plan.

504.5.1.2. If, after considering the above factors, the Building Commissioner determines the proposed movement will not be detrimental to the health, safety or welfare of the Town or its inhabitants, the permit shall be issued. The Building Commissioner's decision may be appealed to the Zoning Board of Appeals.

504.5.2. Issuance of Special Permit by SPGA

504.5.2.1. The SPGA shall hold a public hearing with notice given in accordance with the provisions of Chapter 40A of the Massachusetts General Laws. In addition to the factors set out in section 504.5.2.1, the SPGA shall consider the extent to which the proposed earth movement will:

504.5.2.1.1. Endanger the public health or safety or constitute a nuisance.

504.5.2.1.2. Produce noise, dust or other effects observable at the lot lines in an amount seriously objectionable or detrimental to the normal use of adjacent property.
504.5.2.1.3. Result in the transportation of materials in such a manner as to cause traffic congestion or hazards, particularly on residential streets.
504.5.2.1.4. Result in the transportation over ways which will be unduly injured thereby.
504.5.2.1.5. Result in a change in topography and/or cover which would negatively impact the character of the surrounding landscape.
504.5.2.1.6. Cause surface or subsurface drainage to adversely affect any contiguous properties.
504.5.2.1.7. Result declivities, pits, or depressions unless properly protected.

504.5.2.2. No permit for the removal of earth shall be approved by the SPGA if the work extends within three hundred (300) feet of a way open to public use, whether public or private, or within two hundred fifty (250) feet of a building or structure, unless the SPGA is satisfied that such removal will not undermine the way or structure.

504.5.3. In approving the issuance of a permit, the SPGA shall impose reasonable conditions which shall be included in the language of the permit or SPGA decision, including but not limited to:
504.5.3.1. The finished leveling and grading.
504.5.3.2. The placing of topsoil and planting necessary to restore the area to usable conditions.
504.5.3.3. The duration of the removal operation.
504.5.3.4. The construction of necessary fencing and other protections against nuisances.
504.5.3.5. The method of removal.
504.5.3.6. Temporary structures.
504.5.3.7. The hours of operation.
504.5.3.8. The routes of transportation of material.
504.5.3.9. The control of temporary and permanent drainage, including appropriate erosion control measures.
504.5.3.10. The disposition of boulders and tree stumps.
504.5.3.11. The requirement that roadways used for transportation of material be swept clean and cleared of material spilled from trucks, at least once each forty-eight (48) hours, and more often if required.
504.5.3.12. The requirement that damage to pavement, drainage structures and curbing caused by said trucks or spillage be repaired by the prime contractor.
504.5.3.13. The requirement that any repair or cleaning of roadways as outlined in Subsections (504.5.3.11.) and (504.5.4.12.), if performed by the town, be paid for by the prime contractor.

504.5.4. The SPGA shall require a bond or other security to be filed with the Town Treasurer to enforce performance of conditions imposed by this chapter or under this section.

504.5.5. Expiration and Renewal of Special Permit.

504.5.5.1. Any special permit issued hereunder shall automatically expire upon the completion of the earth removal project for which it was issued or at such other time as may be specified in the permit.

504.5.5.2. A special permit may be granted by the SPGA with the provision that it may be renewed for one (1) year, without a hearing, if the Building Commissioner finds that all conditions have been complied with and that the work has been carried on continuously and in good faith.

504.6. Existing or Nonconforming Operations.

504.6.1. Earth Movement activity in lawful operation on any parcel of land at the time this section is adopted may continue unless and until abandoned for more than twelve (12) consecutive months. However, unless specifically authorized by a new permit issued hereunder:

504.6.1.1. The depth of excavation shall not be increased below the grade of the lowest point excavated on the effective date of this Article.

504.6.1.2. The total area of excavation within the parcel shall not be increased by more that fifty percent (50%) over its area on said effective date.

504.6.1.3. The average amount of materials extracted or removed per day shall not be increased by more that fifty percent (50%) over such daily average for the twelve (12) consecutive months preceding said effective date or for the actual period of operation, if less than twelve (12) months.

FINANCE COMMITTEE COMMENTS: The Finance Committee has not had an opportunity to research, discuss and vote the special town meeting articles. We will therefore defer commentary and recommendation until the Special Town Meeting.

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Laws Chapter 40A, Section 5.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing zoning by-law amendment is consistent with Massachusetts and federal law.

ARTICLE 7: CIVIL FINES FOR VIOLATIONS OF WETLANDS PROTECTION BY-LAW

Proposed by: Conservation Commission

To determine whether the Town will vote to amend Chapter 1, Article II, § 1-2 of the Code of the Town of Wayland by adding thereto the following new paragraph:

H. Chapter 194 of the Code of the Town of Wayland – Wetlands and Water Resource Protection.

(1) Penalty: Up to three hundred dollars per day
(2) Enforcing persons: Town police officer, other officers having police powers, and agents of the Conservation Commission.

FINANCE COMMITTEE COMMENTS: The Finance Committee has not had an opportunity to research, discuss and vote the special town meeting articles. We will therefore defer commentary and recommendation until the Special Town Meeting.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing by-law amendment is consistent with Massachusetts and federal law (see Appendix K).

WARRANT ARTICLE PROCESS
Non-Petitioner Articles

This document is a guide for governmental bodies wishing to include articles in the Warrant for either the Annual Town Meeting (ATM) or Special Town Meeting (STM). There are generally three sources for such articles: standard articles that appear each year (the omnibus budget, for example); articles from petitioners who desire the town to take certain actions; and articles from official elected and appointed boards, commissions, and committees. Preparing for Town Meeting requires a great deal of time from many people. Well-reasoned, technically correct, and complete articles help make the most efficient use of limited time and resources.

Form of the Warrant Article

All articles should be submitted on the form provided. They may follow the format used in prior warrants but must be original and not marked-up photocopies. Articles should be as fully developed as possible at the time of submission. The article's sponsor should consult with appropriate people or organizations, obtain validated facts and figures, address legal issues, and draft the wording of articles prior to submission.

ATM Time Line and Process

Date	Action	Responsibility
December 15, 4:30	*Submit all articles for Annual Town Meeting (on computer disk if possible)* Articles are collected and numbered, and copies are given to the Board of Selectmen and Finance Committee. Sponsors should provide comments and arguments in favor of their articles at the time of submission.	Executive Secretary
December 15 - Mid-March	*Review articles, determine their order, vote on which non-petitioner articles to include in the Warrant, vote positions on most articles* The Board discusses substantive articles with sponsors under the board's jurisdiction and often meets with sponsors of other articles.	Board of Selectmen
December 15 - Mid-March	*Review each article and prepare a report for the Warrant* The Committee meets with the sponsors of all substantive articles to discuss the articles' merits, financial implications, and other relevant issues. A member of the Committee is assigned to each article to prepare a report for the warrant, including pro and con arguments and the Committee's recommendation.	Finance Committee
January - Mid-March	*Meet with Finance Committee and/or Board of Selectmen to discuss articles; meet required prerequisites, such as hearings, notification of abutters, reports from other boards* Such discussions help to identify issues that require further work as well as arguments for and against passage.	Sponsor of article (including petitioners)
January - Mid-	*Review articles for form and legal correctness, add required*	Town Counsel

March	*legal citation(s), indicating the quantum of vote required for passage, prepare final wording of motions*	
February-March	*Hold hearings on articles with zoning By-Law implications* The Planning Board is required to hold hearings on articles proposing zoning changes and to make a report on the floor of Town Meeting.	Planning Board
March 17 (approximately	*Submit completed warrant to the printer*	Executive Secretary and staff
7 days prior to ATM	*Mail warrant to registered voters*	Executive Secretary and staff
Approximately 7 days prior to ATM	*Hold a warrant article hearing* A hearing is held to review the warrant.	Board of Selectmen with Moderator and Finance Committee
ATM	*Consider each article at ATM.* Normally, the sponsor makes the motion and speaks to the article's merits. Citizens are encouraged to debate the merits of articles, ask questions, and make amendments when appropriate. Amendments should be legibly written for submission to the moderator and should be made available to citizens when possible.	Town Meeting Attendees

Budgets

Following a similar time line, the Finance Committee sets budget guidelines, meets with all departments to review their budgets, and puts together the omnibus budget, including the five-year capital planning budget. The Board of Selectmen reviews the budgets of all departments under its jurisdiction and meets with the Finance Committee for final consideration.

Special Town Meeting

The Board of Selectmen must vote to hold a special town meeting. The Board sets the date for the meeting, usually a minimum of 45 days in advance, and accepts articles for the warrant for about five days. The above timeline and process should be followed, except that the warrant must be mailed to registered voters 14 days prior to the STM.

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR_____ DATE RECEIVED_____

TELEPHONE/Day_____

CONTACT PERSON_____ TELEPHONE/Evening_____

BOARD VOTE_____ DATE OF VOTE_____

TITLE_____

COST_____ NO COST _____ COST ESTIMATE AVAILABLE ON_____

TEXT: To determine whether the Town will vote to

COMMENTS

PROS

CONS

SIGNATURE OF CHAIR_____ DATE_____

WARRANT ARTICLE PROCESS
Guide for Petitioners

Citizens have the right to submit articles for consideration by the town meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the attached form. All petitioners' articles must be submitted by December 15th for ATM or by the date stated for submission of articles for STM. All petitioners' articles having the required number of qualified signatures must be included in the town meeting warrant by state statute.

Duplicate petitions and petitions that call for an action that is not legal under town By-Law or state statute are usually passed over and petitioners whose concerns are not considered by town meeting are disappointed. Such articles are costly in terms of printing and in the time boards, committees, and staff spend reviewing and preparing the warrant. **The Board of Selectmen and the Finance Committee encourage citizens to work with appropriate town boards to achieve their goals whenever possible before submitting petitioners' articles.**

ATM Time Line and Process

Date	Action	Responsibility
Late November	*Hold a workshop for citizens interested in submitting petition for Annual Town Meeting.* Potential articles and the submission process may be discusse with the Selectmen and experienced volunteers.	Board of Selectmen
December 15, 4:30	*Submit petitioners' articles for Annual Town Meeting (on computer disk if possible)* Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Petitioners are encouraged to provide comments, arguments in favor, and arguments against their articles at the time of submission.	Executive Secretary
January - Mid-March	*Review articles, determine their order, vote positions on most articles; may meet with petitioners* The Board may discuss substantive articles with petitioners or attend the Finance Committee's meeting with petitioners.	Board of Selectmen
January - Mid-March	*Study each petitioner's article and prepare a report for the Warrant* The Committee meets with petitioners to discuss their article. They may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the warrant, including pro and con arguments and the Committee's recommendation.	Finance Committee

Date	Action	Responsibility
January - Mid-March	*Meet with Finance Committee and/or Board of Selectmen to discuss article; write report of no more than 150 words to be printed in the warrant if desired and if the Finance Committee prepares a report* Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage.	Petitioners
Late November	*Hold a workshop for citizens interested in submitting petition for Annual Town Meeting.* Potential articles and the submission process may be discusse with the Selectmen and experienced volunteers.	Board of Selectmen
January - Mid-March	*Review articles for form and legal correctness, add required legal citation(s), indicating the quantum of vote required for Passage*	Town Counsel
March 15 (approximately	*Submit completed warrant to the printer*	Executive Secretary and staff
7 days prior to ATM	*Mail warrant to registered voters*	Executive Secretary and staff
Approximately 7 days prior to ATM	*Hold a warrant article hearing* Petitioners should attend this hearing to review their warrant articles.	Board of Selectmen with Moderator and Finance Committee
ATM	*Move the article and make a brief presentation on the merits Of the article* Movers of articles have a limited amount of time to explain and present arguments in favor of passage of the article (currently 10 minutes). This presentation is made at the procedural (center) microphone. Petitioners may prepare handouts and slides. If the motion differs substantially from the article printed in the warrant, printed copies should be prepared for the moderator and made available for people attending Town Meeting.	Lead Petitioner
ATM	*Consider each article at ATM* Citizens are encouraged to debate the merits of articles, ask questions, and make amendments when appropriate. Amendments should be legibly written for submission to the moderator and made available to people attending Town Meeting.	Town Meeting attendees

Special Town Meeting

The Board of Selectmen must vote to hold a special town meeting. The Board sets the date for the meeting, usually a minimum of 45 days in advance, and accepts articles for the warrant for one week. The above timeline and process should be followed, except that petitions require 100 signatures and the warrant must be mailed to registered voters 14 days prior to the Special Town Meeting. Special Town Meetings are also called upon receipt of a citizens' petition with 200 signatures.

INSTRUCTIONS FOR COMPLETING PETITIONERS ARTICLE FORM

PAGE 1

Lead Petitioner: The lead petitioner will serve as spokesperson for the article and will be the contact for the Finance Committee and the Board of Selectmen, and by the Planning Board if the petition is a zoning issue.

Date Received: The date received will be stamped on the petition when it is received by the Executive Secretary.

Phone Numbers: Please provide a day and evening phone number where the lead petitioner may be contacted.

Title: Please provide a brief title that describes the purpose of this article.

Town Board/Department Affected: Please list the town board(s) or department(s), if any, that will be affected if this article passes.

Estimated Cost: Please provide an estimate of the cost if passage of this article will have a financial impact on the town.

Article: Please describe fully and unambiguously what you wish the town meeting to vote on.

PAGE 2

Please provide comments, arguments in favor, and arguments that might be used to oppose your article suitable for printing in the warrant. (These may not be printed exactly as submitted.)

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

LEAD PETITIONER_____ DATE RECEIVED_____

DAY PHONE_____ EVENING PHONE_____

TITLE_____

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE_____

ESTIMATED COST_____

ARTICLE: To determine whether the Town will vote to

Add comments and pro and con arguments on the next page. Thank you.

#	Print Name Legibly	Signature	Print Street Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING
Page 2

COMMENTS

PRO ARGUMENTS

CON ARGUMENTS

APPENDIX A

THE MODERATOR'S RULES AND REGULATIONS GOVERNING WAYLAND'S TOWN MEETINGS

The following information may help you to participate fully in Wayland's town meetings, which have been held each year since 1639:

I. The Warrant

This booklet, which includes the Warrant for Wayland's Town Meeting, was compiled by the Selectmen and served upon all residents by mail and by posting at the Town Building, the Library, the Cochituate Fire Station or the Cochituate Post Office and the Happy Hollow School. It contains the agenda of the subjects to be acted upon (articles), including the omnibus budget proposed, if this is an annual meeting, the report and recommendations of the Finance Committee upon each article and additional information concerning the finances and administration of the Town to help us formulate our votes.

No action of this Town Meeting will be valid unless it shall have been taken under an article set forth in the Warrant.

Each article will be considered in the order in which it appears on the Warrant, unless the meeting shall have voted to do otherwise by a two-thirds vote.

II. The Voters

A. All residents of Wayland, who have been duly registered as voters, are urged to attend, participate, debate and vote at all annual and special town meetings subject to laws of the Commonwealth of Massachusetts, the By-Laws of the Town and these rules and regulations.

B. All other persons may attend and observe Wayland's town meetings so long as they remain seated in the special section that has been reserved for this purpose, unless the Moderator shall have authorized them to sit among the registered voters. And see paragraph IV.B.3 below.

C. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times.

III. The Moderator

The Moderator is elected by ballot for a three year term at the annual election of town officers to preside at all Town meetings during his or her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public declaration of all votes, subject to the By-laws that Wayland has enacted to regulate the proceedings of town meetings. All rulings of the Moderator are final.

IV. The Meeting

A. The Call to Order

1. The Moderator will call each session of town meeting to order at 7:45 p.m., or as soon thereafter as the Town Clerk has determined that a quorum of one hundred registered voters has been checked into the hall.

2. All persons, who have not registered to vote in Wayland, including members of the press, must sit in the section reserved for non-residents, unless the Moderator has authorized them to sit among the voters.

3. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator will omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise.

B. To Address the Town Meeting

1. No person may address a town meeting until and unless he or she shall have been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the room, which most closely reflects the purpose for which they seek recognition:

a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish to offer:

1) The main motion under the article being considered and a presentation in support thereof;

2) The principal presentation in opposition to the main motion. See paragraph IV.C.2.a below;

3) An amendment to a main motion;

4) A question seeking information or guidance from the Moderator as to procedure, including a point of order;

5) An answer to a question seeking information; and

6) A point of order or procedural motion, such as:

a) a motion to terminate debate;

b) a motion challenging the Moderator's declaration of a vote;

c) a motion questioning the presence of a quorum; and

d) a motion to adjourn.

b. The "Pro" Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.

c. The "Con" Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con mikes; but reserves the right to recognize any person at any time, including a person who has not approached a mike, a person who is handicapped or a person who has risen to a point of order. Any person whose remarks are

not consistent with the purpose of the microphone that he has been permitted to use, shall yield the floor upon request of the Moderator.

3. If a person, who has not registered to vote, seeks permission to address the meeting, the Moderator will ask whether there are any objections. If there are any, he will immediately call for a voice vote. If the majority shall vote to hear the non-resident, the Moderator will give him/her the floor.

C. The Debate

1. When you have been recognized by the Moderator, address the Chair as follows: "Mr. Moderator, I am (Name) of (Street Address)." Then proceed as follows:

a. "I move that . . .";

b. "May I ask you . . ."; or
"May I ask through you (then state the question which you want a board, official, or previous speaker to answer);

c. "I rise to a point of order"; or

2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but

a. Any person who wishes to offer the principal presentation in support of, or in opposition to, the main motion under an article, must so notify the Moderator and complete the same within ten minutes, or less, and yield the floor. A light will warn you to conclude your remarks and yield the floor during the following minute.

b. All other persons who wish to address the Town Meeting shall, when recognized, complete their remarks in three minutes, or less, and yield the floor. The same one minute warning light will be turned on when you have used up the first two minutes.

c. You may be interrupted only by a question of privilege, a point of order, a request that you speak more distinctly or by the Moderator.

d. When you have completed your motion, question, or remarks, you relinquish your claim to the floor; and you must yield the floor upon request of the Moderator.

3. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: "Mr. Moderator, I rise to a point of order." When you have been recognized, you must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion or that a quorum is not present. The Moderator will then rule on the point and his ruling is final.

4. If you wish to offer a motion within the scope of the article under consideration, follow the procedure outlined under paragraph II. B and C above.

a. If your motion is the main motion, you must then declare that it is identical word-for-word with the substantive portion of the article

printed in the warrant which is then under consideration, or describe all of the substantive differences in wording between the article and the motion; otherwise the Moderator will permit no debate or action upon your motion.

b. If you plan to offer a main motion, which contains more than twenty-five words and differs significantly from the article printed in the Warrant, you must first print and distribute a copy thereof to those attending the session of town meeting at which said motion is presented.

c. No motion or amendment of a motion that exceeds ten words in length will be accepted, unless it shall have been offered to the Moderator in writing.

d. A motion that is not identical word-for-word with the substantive portion of the article printed in the warrant then under consideration will not be permitted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article.

e. The Moderator will permit no motion to appropriate and/or expend a sum of money, which exceed the estimated cost set forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of additional money for the current fiscal year to augment moneys previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose or from funds received by the Town as grants or gifts.

f. The Moderator may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.

5. You will not be recognized to speak on the merits of a motion if you have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

6. Wayland's practice with respect to some common subsidiary motions is generally as follows:

a. You may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.

b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall

appoint them. A motion to refer is debatable and may be amended and requires a MAJORITY vote.

c. You may move to advance or postpone consideration of an article listed in the Warrant. Such a motion is debatable, may be amended and requires a TWO-THIRDS vote.

d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.

e. You may ask the Meeting to take no action under an article by moving "that the article be passed over." Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote and serves to dispose of the article under consideration.

f. Upon the expiration of sixty minutes after the main motion under any article shall have been seconded, the Moderator may terminate debate thereon, unless the Town Meeting shall have voted to extend the time available for further debate.

g. Although the Moderator has absolute authority to regulate the proceedings at town meetings, debate under a motion can be terminated only by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, "move the previous question". If your motion receives a second, the Moderator will ask if anyone, who has not spoken to the motion under consideration, wishes to be recognized. If no one expresses such a wish by raising his or her hand, the Moderator will immediately terminate debate and take a vote upon your motion without permitting any amendment; but if one or more persons, who have not spoken to said motion, raise their hand, the Moderator may defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

h. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed of, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended and requires a MAJORITY vote.

7. If an article of the Warrant has once been acted upon and disposed of, a motion to return to the article may be made at any time; however, debate and action on said motion shall be deferred until all other articles shall have been disposed of and shall occur in the numerical order of each such article. In any event, a motion to reconsider is debatable, may not be amended and requires a TWO-THIRDS vote, unless it shall have been made before the article has been disposed of; in which event it requires only a

MAJORITY vote. If such motion carries, the Moderator will ask whether there is a new motion under the article to be reconsidered.

D. The Vote

Before calling for a vote, the Moderator will usually repeat the motion under consideration (as the same may have been amended), unless it is substantially identical to the article:

1. The Moderator will then ask all those in favor to say, "Aye". He will then invite those opposed to say, "No". If the Moderator is in doubt as to whether the motion has carried, he or she may call for another voice vote; or may ask those in favor to stand, before he asks those opposed to stand. Sometimes, the Moderator will reverse this procedure before declaring the vote.

2. If the Moderator is still in doubt, or if seven or more voters have immediately questioned his declaration of such vote, he will call for the tellers to help him take a standing counted vote -- two tellers for each section of the hall so that they may check each other's results. The Moderator will then repeat the motion and say, "All those in favor will rise and remain standing until counted." When the count has been completed, the Moderator will ask those who are opposed to stand and be counted. As soon as each team of tellers has agreed upon the count in their section, they will be asked to report their portion of the vote from the Procedural Microphone. When all of the tellers have reported, the Moderator will declare the vote and his declaration is final.

3. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion, the Moderator will normally ask whether there is unanimous support for the motion; but if there is not such support, he will take a standing counted vote.

4. If a TWO-THIRDS vote is required to carry a subsidiary or procedural motion, such as a motion to terminate debate ("move the previous question"), the Moderator need not take a count, even though the voice vote upon such motion was not unanimous, if the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative. The Moderator shall then declare that such motion has carried and the Clerk shall record such declaration together with a note that there was "a scattering of nos."

5. In the event that a majority shall have voted that the vote on a particular motion shall be by secret ballot, the Moderator will ask the Tellers to come forward and take their places at the ballot boxes that will be placed at the front of the Hall by the Town Clerk. The Moderator will then announce the color of the ballot that will be cast upon the main motion and direct the attention of each section of voters to their respective ballot box. The voters will then rise and proceed row-by-row to their box, tear their ballots into two parts, deposit one half in the box, the other half in the discard box and return to their seat. In order to assure the security of all secret ballots:

a. No one will be allowed to vote without a ballot which bears the color announced by the Moderator.

b. No one will be permitted to cast a ballot until he or she shall have discarded the other half of the ballot into the discard box in the custody of the Teller.

c. No one will be permitted to leave the hall until after the meeting has adjourned, unless he or she shall have turned all of the ballots that have not actually been used during a vote to the Checkers at the door.

When all of the ballots shall have been cast, the Tellers will open the ballot boxes and count the ballots at the tables situated at the front of the Hall in front of the podium.

The Moderator will then ask for the unanimous consent of the meeting (a two-thirds [2/3] vote is required) to proceed to consideration of the next Article. When the Tellers have completed their count, they shall report their count to the Moderator, the Moderator will declare the vote upon disposition of the Article then under debate. The declaration of the Moderator is final.

The Moderator will then ask for the unanimous consent of the meeting to return to the Article (a 2/3 vote is required) under which the secret ballot has been taken.

E. Adjournment

1. Each session of a Town Meeting shall be adjourned by the Moderator (a) at 10:30 p.m., or as soon thereafter as the Meeting has disposed of the article then under consideration or postponed action thereunder, or (b) voted to adjourn at a different time.

2. No motion to dissolve the Town Meeting (to adjourn *sine die*) is in order until every article shall have been duly considered, acted upon and declared as disposed of.

V. Questions

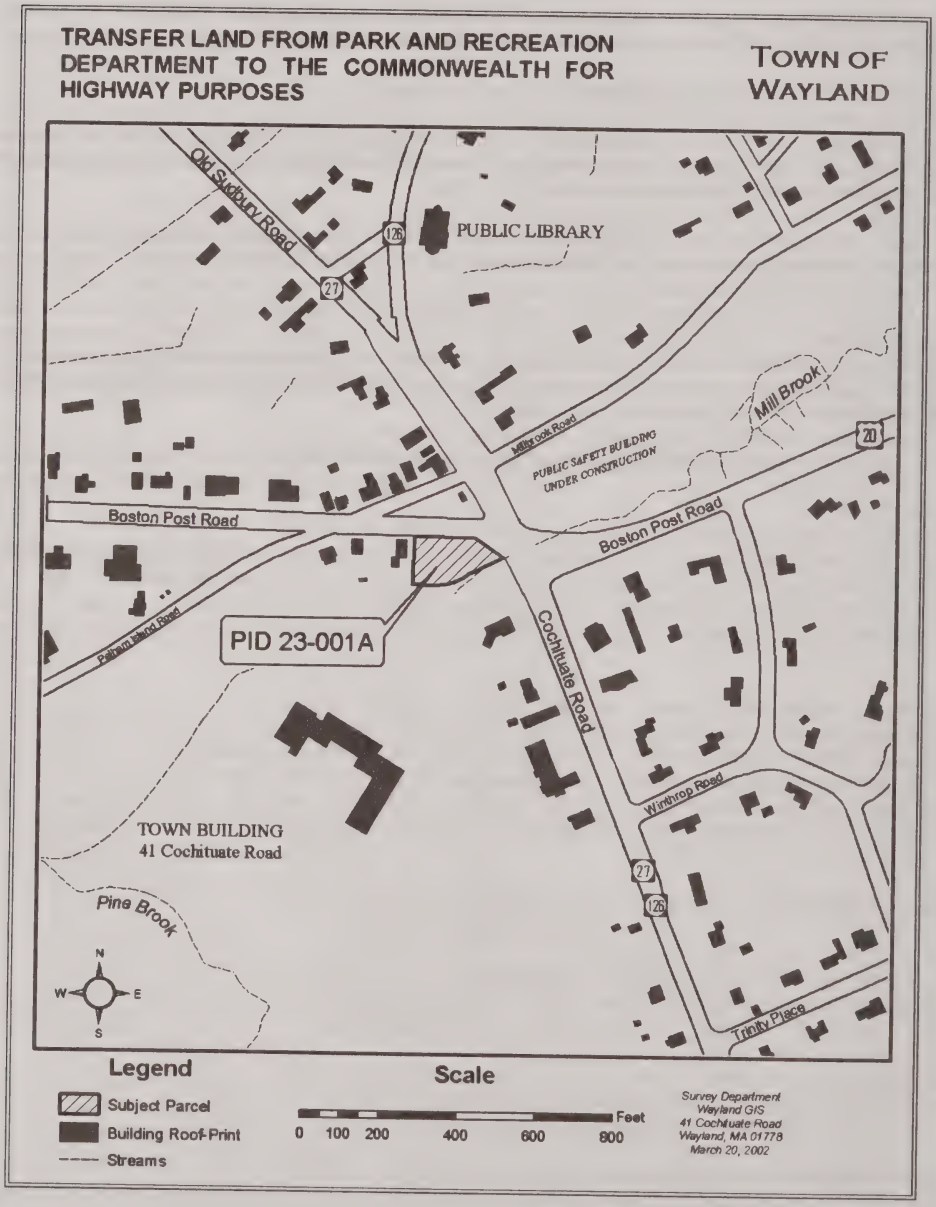
In the event that you have a question concerning the conduct of the meeting or the status of any motion being considered, you are invited to approach the Procedural Microphone and to address your question to the Moderator as soon as you have been recognized.

Thank you for joining us tonight to do the Town's business.

C. Peter R. Gossels, Moderator
May 2, 2001

APPENDIX B

Annual Town Meeting Article 6



APPENDIX C
Annual Town Meeting Article 15

Chapter 12

COUNCIL ON AGING

§ 12-1. Establishment; purpose; statutory authority
§ 12-2. Membership; salaries and compensation; appointment; terms of office; vacancies.
§ 12-3 Officers.
§ 12-4 Annual report.
§ 12-5 Employees.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 3-12-1973 by Art. 11 (Art. 22 of the 1973 Bylaws). Amendments noted where applicable.]

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§ 12-1. Establishment; purpose; statutory authority.

There shall be established a Council on Aging for the purpose of coordinating or carrying out programs designed to meet the problems of the aging pursuant to the provisions of MGL c. 40, § 8B.

§ 12-2. Membership; salaries and compensation; appointment; terms of office; vacancies. [Amended 5-5-1988 ATM by Art. 31]

The Council on Aging shall consist of nine members, who shall serve without pay, to be appointed by the Board of Selectmen for three-year terms, except as follows:

A. Effective July 1, 1988, the Board of Selectmen shall appoint or reappoint, as the case may be, three members for three years and one member for two years. The remaining five members shall be appointed or reappointed, as the case may be, upon the expiration of the incumbent's term.

B. Whenever a vacancy shall occur in the membership of the Council on Aging by reason of death, resignation, inability to act or for any other reason, the vacancy shall be filled by appointment by the Board of Selectmen for the remainder of the unexpired term.

§ 12-3. Officers.

The Council on Aging shall, at its first meeting and thereafter annually in April of each year, elect from its membership a President, first Vice President, second Vice President, Secretary and Treasurer. Each officer shall hold office until the next annual election or until his successor shall have been elected and qualified. In the event that a vacancy shall occur in any of the offices above, the Council shall hold a special meeting for the purpose of electing one of its members to fill such vacancy.

APPENDIX D
Annual Town Meeting Article 16

GENERAL LAWS OF MASSACHUSETTS
PART I.
ADMINISTRATION OF THE GOVERNMENT.

TITLE XIII.
EMINENT DOMAIN AND BETTERMENTS.

CHAPTER 80. BETTERMENTS.

Chapter 80: Section 13B. Deferral and recovery agreements; application; recordation; lien.

Section 13B. In a city or town which accepts the provisions of this section, the board of a county, city, town or district making the order for the assessment of any betterment, or balance of any assessment apportioned in accordance with the provisions of section thirteen, shall, upon the application of the owner of the real property assessed, if such owner is eligible for an exemption under clause Forty-first A of section five of chapter fifty-nine, enter into a deferral and recovery agreement with such owner on behalf of the city or town. In any instance in which a board of the commonwealth makes an order for the assessment of any betterments, said board of the commonwealth may enter into a deferral and recovery agreement on its own behalf in accordance with the terms of this section. Any such application shall be filed with the appropriate board within six months after notice of such assessment has been sent out by the collector. Such application may be filed with the clerk or secretary of said board, or delivered by mail or otherwise at their office.

The said agreement shall provide:

(1) that no sale or transfer of such real property may be consummated unless the betterment assessment which would otherwise have been collected on such real property has been paid, with interest as applied in accordance with the provisions of section thirteen;

(2) that upon the demise of the owner of such real property, the heirs-at-law, assignees or devisees shall have first priority to said real property by paying in full the total betterment assessment which would otherwise have been due, plus interest; provided, however, if such heir-at-law, assignee or devisee is a surviving spouse who enters into a betterment assessment deferral and recovery agreement under this section, payment of the betterment assessment and interest due shall not be required during the life of such surviving spouse;

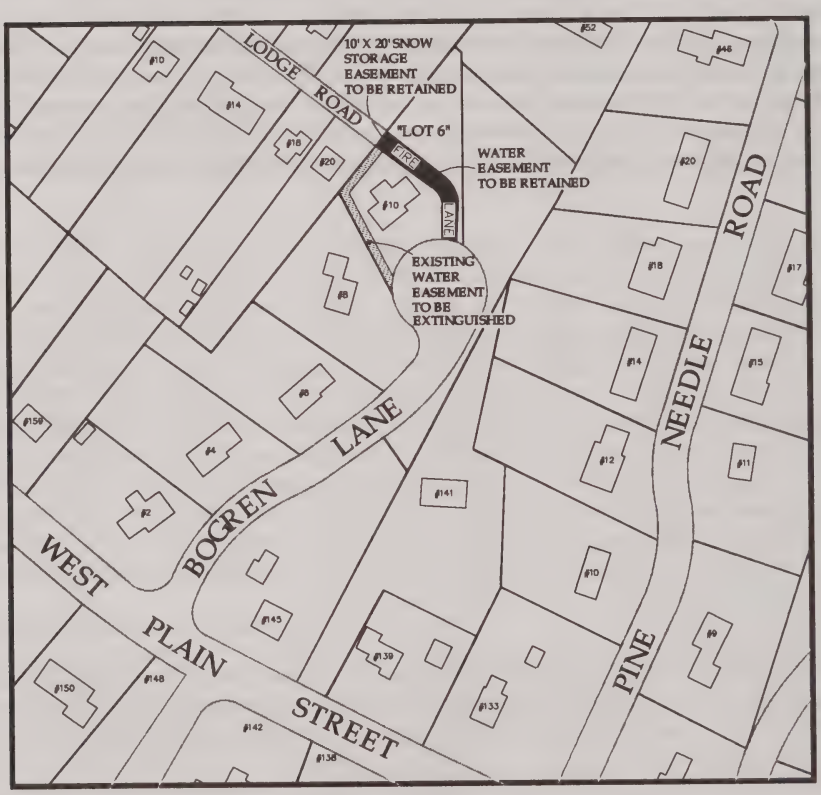
(3) that if the betterment assessments due, plus interest, are not paid by the heir-at-law, assignee or devisee or if payment is not postponed during the life of a surviving spouse, such betterment assessments and interest shall be recovered from the estate of the owner; and

(4) that any joint owner or mortgagee holding a mortgage on such property has given written prior approval for such agreement, which written approval shall be made a part of such agreement.

In the case of each betterment assessment deferral and recovery agreement entered into between said board making the order for the assessment of a betterment and the owner or owners of such real property, said board shall forthwith cause to be recorded in the registry of deeds of the county or district in which the city or town is situated a statement of their action which shall constitute a lien upon the land covered by such agreement for such betterment assessment as has been assessed under the provisions of this chapter, plus interest as hereinafter provided. The statement shall name the owner or owners and shall include a description of the land. Unless such a statement is recorded the lien shall not be effective with respect to a bona fide purchaser or other transferee without actual knowledge of such lien. The filing fee for any statement recorded on behalf of a board of the commonwealth shall be paid by the owner or owners of such real property. The filing fee for other such statements shall be paid by the city or town and shall be added to and become a part of the taxes due.

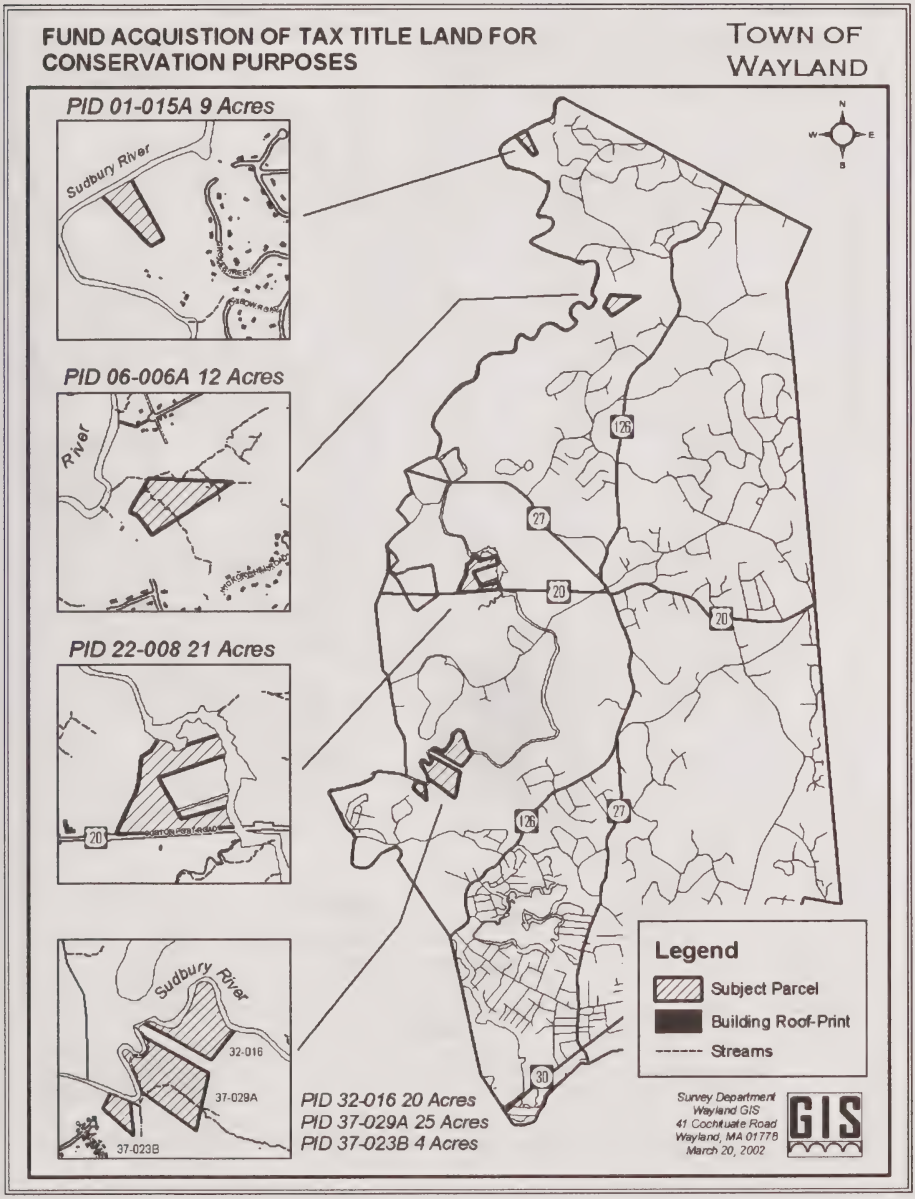
APPENDIX E

Annual Town Meeting Article 25



APPENDIX F

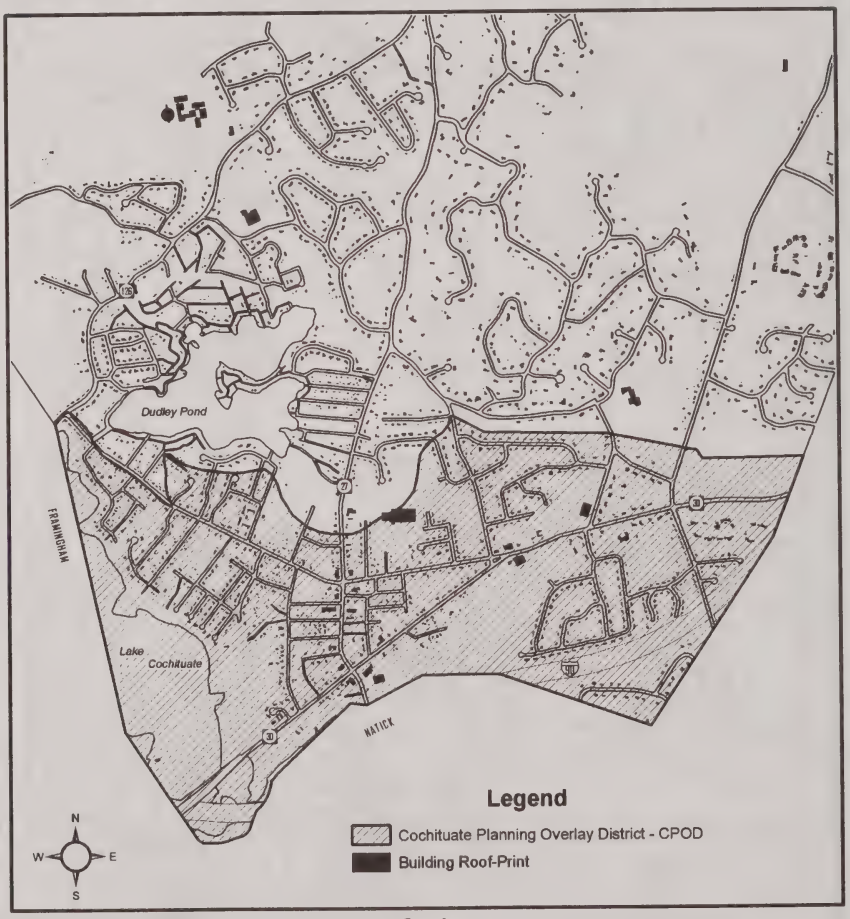
Annual Town Meeting Article 29



APPENDIX G
Article 32

AMEND CHAPTER 198, ARTICLE 22, COCHITUATE INTERIM PLANNING DISTRICT - MAP OF PROPOSED CPOD

TOWN OF WAYLAND



Scale

Feet
0 500 1,000 2,000 3,000 4,000

Survey Department
Wayland GIS
41 Cochituate Road
Wayland, MA 01778
March 20, 2002

APPENDIX H
Annual Town Meeting Article 33

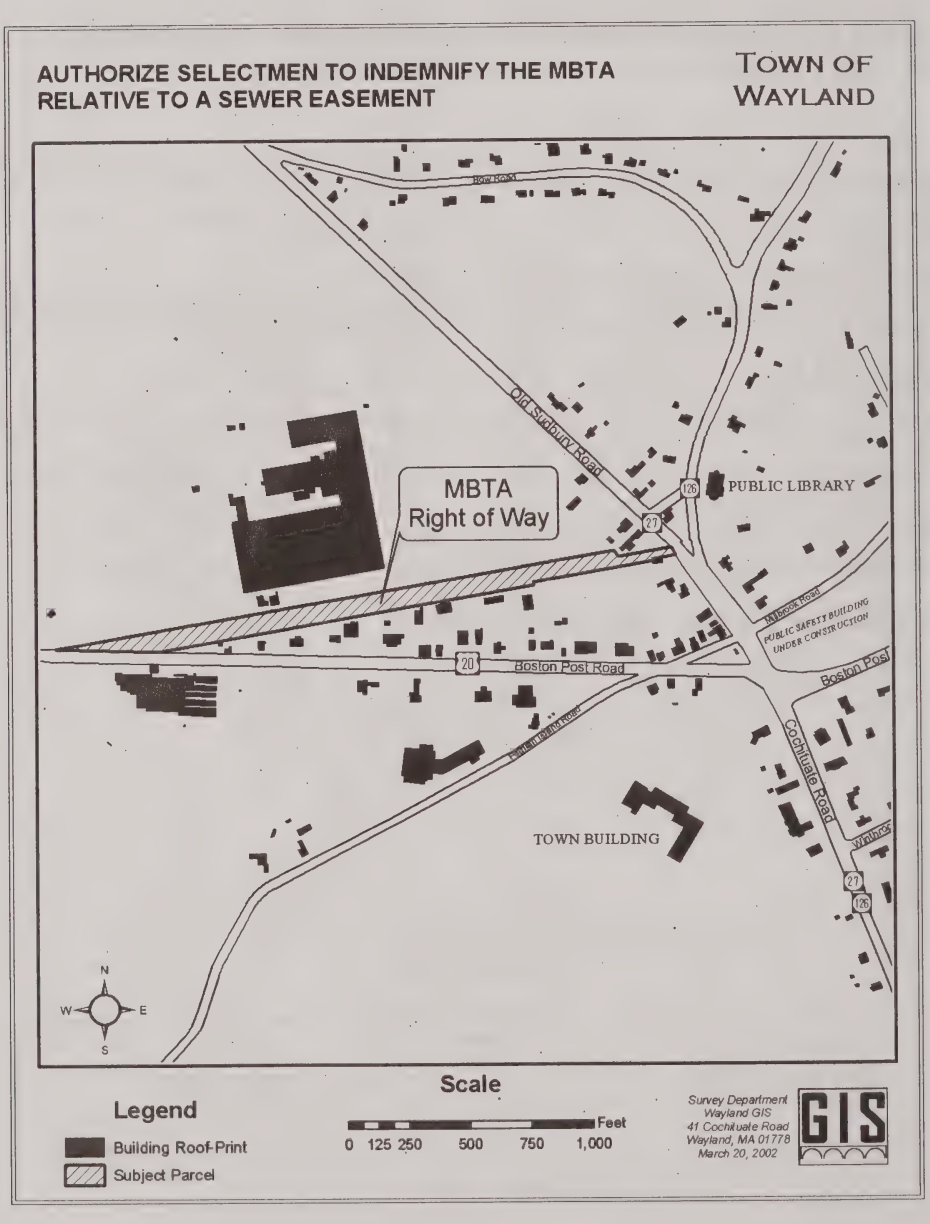
Chapter 41: Section 108P. Collectors and treasurers; Additional compensation for certification as municipal collector, treasurer or district treasurer.

§ 108P. In any city, town or district that accepts this section, a collector or a treasurer who has completed the necessary courses of study and training and has been awarded a certificate by the Massachusetts Collectors and Treasurers Association as a certified Massachusetts municipal collector or a certified Massachusetts municipal treasurer or a certified Massachusetts district treasurer, shall receive as compensation from such city, town or district, in addition to the regular annual compensation paid by such city, town or district for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. A collector or treasurer who has been awarded both certificates referred to above shall receive such additional compensation for only one such certificate. In order to qualify for such additional compensation, a collector or treasurer shall submit to the mayor or the board of selectmen of such city or town, or the governing board of a district proof of the award of either or both such certificates. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of collector or treasurer for 12 consecutive months. Such additional compensation shall be discontinued when certification is discontinued or withdrawn.

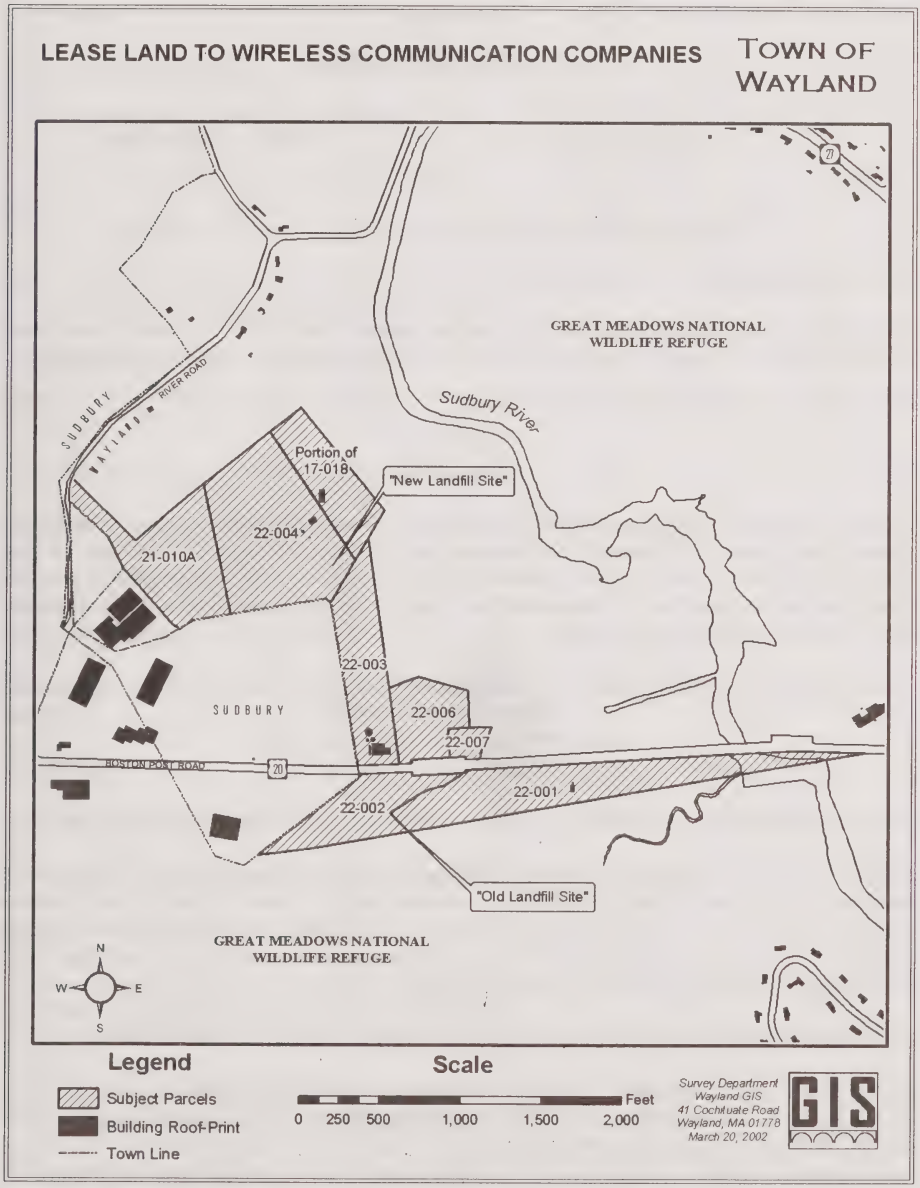
[Added by 1999, 170, Sec. 3 effective December 30, 1999.]

APPENDIX I

Special Town Meeting Article 1



APPENDIX J
Special Town Meeting Article 2



APPENDIX K
Special Town Meeting Article 4

Chapter 1
GENERAL PROVISIONS

ARTICLE I
Adoption of Code

ARTICLE II
Violations and Penalties

§1-2. Noncriminal disposition of violations; enforcement.

§ 1-1. General penalty.

[HISTORY: Adopted by the Town of Wayland as follows: Art. II, by the Annual Town Meeting 3-12-1973 by Art. 14 as Art. 20 of the 1973 Bylaws. Amendments noted where applicable.]

ARTICLE I
Adoption of Code

[At the 4-30-1998 ATM by Art. 24, the town voted to accept and approve the codification of bylaws of the Town of Wayland, to be known as the "Code of the Town of Wayland," in the format presented by General Code Publishers Corp., which is on file in the Office of the Town Clerk, said codification being a renumbering, recaptioning and repositioning of the present bylaws, with no substantive changes.)

ARTICLE II
Violations and Penalties
[Adopted 3-12-1973 ATM by Art. 14
as Art. 20 of the 1973 Bylaws]

§ 1-1. General penalty. [Amended 4-15-1980 ATM by Art. 11; 11-18-1982 STM by Art. 12]

Whoever shall breach or violate any provision of these bylaws, the Zoning Bylaws, the Building Code, the Electrical Code and/or any of the rules and regulations duly adopted by any board, committee or commission of the Town of Wayland, as the same may have been amended from time to time, shall be punished by a fine of not exceeding $300 for each offense or for each day of a continued offense, in the absence of an express provision of another penalty.

§ 1-2. Noncriminal disposition of violations; enforcement. [Added 5.2-1991 ATM by Art. 17]

As an alternative to the foregoing penalty, violations of the following bylaws and sections thereof, codes, rules and regulations duly adopted by the town or any of its boards, committees or commissions may be enforced in the manner provided in MGL c. 40, § 21D. For the purposes of this section, the specific penalty which is to apply for violations of each such bylaw, code, rule or regulation shall be as listed below. Each day on which a violation exists shall be deemed to be a separate offense. The

municipal officers or employees whose titles are listed under each bylaw, code, rule or regulation shall be deemed to be enforcing officers for each such provision.

A. Zoning Bylaws.

(1) Penalty:

(a) Twenty-five dollars for the first offense.

(b) Fifty dollars for the second offense.

(c) One hundred dollars for the third offense.

(d) Three hundred dollars for the fourth and each subsequent offense.

(2) Enforcing persons: Building Commissioner/Zoning Enforcement Officer and his/her assistants. **[Amended 4-28-1997 STM by Art. 2]**

B. Rules and regulations of the Board of Health.

(1) Penalty: fifty dollars for each violation.

(2) Enforcing person: Director of Public Health.

C. Failure to license dog(s) by March 31. **[Added 11-14-1991 STM by Art 10]**

(1) Penalty: fifty dollars per dog for each violation.

(2) Enforcing person: Dog Control Officer.

D. Rules and regulations of the Chief of the Wayland Fire Department. **[Added 5-1-1995 ATM by Art. 15)**

(1) Penalty:

(a) Twenty-five dollars for the first offense.

(b) Fifty dollars for the second offense and for each subsequent offense.

(2) Enforcing persons: Fire Chief and his designees.

E. Rules and regulations of the Board of Health for restrictions on the use, sale, vending and distribution of tobacco. **[Added 5-5-1997 ATM by Art. 21]**

(1) Penalty:

(a) Smoking in prohibited area in any 12-month period:

[1] Twenty-five dollars for the first offense.

[2] Fifty dollars for the second offense.

[3] One hundred dollars for the third or subsequent offense.

(b) Failure to comply by owner: $200 for the first offense and each subsequent day a violation occurs.

(c) Tobacco for sale without permit: $50 per day.

(d) Sales to minors in any 12-month period:

[1] One hundred dollars for the first offense.

[2] Two hundred dollars for the second offense.

[3] Three hundred dollars for any third or subsequent offense.

(e) Failure to post notices: $50 per day.

(f) Failure to comply with Section 10 in any 12-month period.

[1] One hundred dollars for the first offense.

[2] Two hundred dollars for the second offense.

[31 Three hundred dollars for any third or subsequent offense.

(2) Enforcing persons: Board of Health, its staff or other officials designated by the Board of Health as its agent(s).

F. Chapter 163 of the Code of the Town of Wayland, Swimming Pools. **[Added 4-30-2001 ATM by Art. 40]**

(1) Penalty: up to $300 per day.

(2) Enforcing person: Building Commissioner and his/her assistants.

★★★★★★★★★

You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the Public Library in Wayland Center, at the Cochituate Fire Station or the Cochituate Post Office, and at the Happy Hollow School, and by mailing or delivering a copy thereof addressed to each residence in the Town seven (7) days, at least, before the time appointed for the Annual Town Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before April 10, 2002.

Given under our hands and seals this 8th day of April, 2002.

Patricia E. Abramson

Mary M. Antes, Chair

Brian T. O'Herlihy

Susan W. Pope

Linda L. Segal, Vice Chair

Selectmen of the
Town of Wayland

Karl A. Geiger

Peter Hahn

Robert L. Lentz, Vice Chair

G. Christopher Riley, Chair

Lisa C. Schimmel

John J. Shaw

Jane Sanford Stabile

Finance Committee

NOTES

VOLUNTEER TO SERVE YOUR TOWN

Vacancies on Town boards, committees and commissions occur from time to time. Most positions are appointed by the Board of Selectmen (see I).

Elected positions are usually filled at the annual April election, but if openings occur mid-term, they are filled by appointment until the next annual election. Registered voters, please indicate your interest in order of preference (see II):

I. Appointed boards, committees and commissions:

_____Cable TV
_____Cochituate State Park Advisory Comm
_____Conservation
_____Council on Aging
_____Cultural Council
_____Dog By-Law Study
_____Dudley Pond Area Planning
_____Fair Housing
_____Finance
_____Growth Policy
_____Highway/Parks Building Study Comm
_____Historical
_____Historic District
_____Housing Partnership
_____Local Access Corporation
_____MetroWest Open Space
_____Middle School Building
_____MWRA/Weston Aqueduct
_____Personnel
_____Public Ceremonies
_____Route 20 Study
_____Route 30 Development
_____Senior Tax Relief
_____Septage Committee
_____Station Two
_____Surface Water Quality
_____Taxation Aid
_____Town Center Committee
_____Wastewater Management
_____Wayland/Sudbury Septage
_____Wireless Communications
_____Youth Advisory
_____Zoning Board of Appeals

II. Elected boards, committees and commissions:

_____Assessors
_____Health
_____Housing Authority
_____Park and Recreation
_____Planning
_____Library Trustees
_____Road Commission
_____School
_____Selectmen
_____Trust Funds
_____Water

NAME:_____ADDRESS:_____

HOME TEL:_____WORK TEL:_____

Applications of interest will be kept on file for one year. You will be contacted as relevant vacancies occur.

Return this completed form to:

Executive Secretary
Town of Wayland
41 Cochituate Road
Wayland MA 01778

FOLD HERE

PLACE
STAMP
HERE

Board of Selectmen
Town of Wayland
41 Cochituate Road
Wayland MA 01778

TOWN OF WAYLAND
Board of Selectmen
41 Cochituate Road
Wayland MA 01778
www.wayland.ma.us

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